



## EXECUTIVE ASSISTANT

### YOU BELONG HERE.

Are you ready to apply your talents to a premier nonprofit that is developing leaders and committed to improving the health, safety, education and economic well-being of central Oklahoma? Do you want to be challenged at work, learn, engage with your community, have fun, be inspired, and make a significant impact? United Way of Central Oklahoma is looking for an Executive Assistant to assist the President and CEO with essential executive and administrative functions.

At United Way of Central Oklahoma, [we value diversity as well as the dignity and worth of every person](#). We are an equal opportunity employer. We are committed to fair and equal employment practices for persons without regard to race, ethnicity, color, creed, age, gender, sexual orientation, gender identity or expression, pregnancy, religion, disability or degree thereof, national origin, domestic/marital status, political affiliation or opinion, veteran.

### LIVE UNITED.

At United Way, our mission is to connect people and resources to improve the well-being of those in our community....And we do this because we want to help build a strong, healthier and more compassionate community. So how do we do that? Our focus is to raise money throughout the year to help fund nonprofits...that's what we do best. This allows our agencies a chance to do what they do best – provide direct services to the community. United Way is known for accountability and transparency – and when people give to us, they know their money is in responsible hands and trust us to invest back in the community. [View our 2021 Campaign Video](#)

### YOU MATTER.

- Health, vision, dental insurance at NO cost to the employee. Dependent coverage paid at 60%.
- Flexible spending account to let you set aside pretax salary for medical expenses.
- Employee Assistance Program (EAP) for emotional, mental health, self-improvement assistance available at NO cost for employee and family.
- Generous paid time off benefits for your work/life balance.
- Employee life insurance coverage at NO cost.
- Employee disability coverage at NO cost.
- 403(b) retirement plan with match up to 4.5% after 1 year.
- Professional development and training opportunities.
- Flexible/compressed schedule options.

*\*Benefits subject to change and dependent on employee status.*

**REPORTS TO:** President and CEO

**SUPERVISES:** N/A

**QUALIFICATIONS:**

- Degree preferred, but must have two years of related work experience. In lieu of a degree, job experience will be accepted with the approval of the President and CEO.
- A minimum of two years' of administrative support experience at the executive level; nonprofit experience preferred.

**PERFORMANCE REQUIREMENTS:**

- Strong administrative, organizational, written and oral communication skills.
- Ability to work with leadership volunteers and represent organizational values.
- Ability to efficiently handle multiple tasks.
- Heavy calendaring experience preferred.
- Ability to prioritize and meet deadlines.
- Proficient in Microsoft Word, Excel and Outlook.

**APPLY TODAY.**

To apply send cover letter, resume, and salary range to Human Resources, United Way of Central OKC, 1444 NW 28<sup>th</sup> Street, OK 73106 or [work@unitedwayokc.org](mailto:work@unitedwayokc.org). Posted until filled.



## STRATEGIC PRIORITIES & KEY INITIATIVES

### IMPACTING LIVES

- Increase awareness of our community's greatest needs.
- Invest in programs based on research-driven analysis.
- Pursue outcomes that improve lives.

### INSPIRING COMMUNITY ACTION

- Engage stakeholders across generations.
- Support innovative collaborations to maximize impact.
- Convene community partners to address social service needs.

### ENSURING ORGANIZATIONAL VITALITY

- Promote a culture of excellence
- Optimize workplace campaigns while developing new strategies.
- Build long-term financial sustainability.