

TITLE: Executive Assistant

Full Time/Exempt

The Executive Assistant will be a key part of the NFCC team. The Executive Assistant will provide general office operations and administrative support for the Executive Director and back up support for the finance and development teams.

**Specific job functions** include, but are not limited to:

General Office Management

- Process Incoming and Outgoing Mail Respond to Telephone Calls & Emails Assist with Bank Deposits Assist with Accounts Payable
- Manage Office Supplies
- Help Manage Office Equipment
- Help with bulk mailing (appeals) and other correspondence-related tasks

Human Resources/ Talent Support

- Process Timesheets/ PTO requests Help Process New Hire Paperwork Assist Creating Staff Newsletter Assist Staff w General HR

Board

- Assist ED with Monthly Reports Maintain Board Minutes, Board Portal Maintain Board Documents (By-Laws, Policies, Conflict of Interest, etc.) Assist with the Onboarding of new board members
- Assist with board meetings, retreats, committee meetings

Correspondence/ ED Administration

- Coordinate ED Calendar Assist ED with General Correspondence Provide backup assistance for Development

Data Management

- Provide CRM administrative/ user support Help maintain data in CRM

**Requirements**

- Exercises independent judgment in the resolution of administrative problems.
- Excellent computer skills with expertise in Microsoft programs including Word, Excel, PowerPoint,
- Extremely detail oriented, organized and able to work independently and manage / prioritize multiple projects simultaneously
- Able to use/learn various software applications – QuickBooks & Salesforce
- Strong communication skills – written and oral.
- Reliable transportation and valid Georgia Drivers License required.
- Three years experience

Reports directly to the Executive Director. Starting salary \$15 per hour.

Send resume to [info@nfcchelp.org](mailto:info@nfcchelp.org)