

Freedom Keepers United 2021
Volunteer Role: Executive Assistant
Hours: 10-12 hours/week

Executive Assistant:

We are looking for an Executive Assistant to support our executive director and team. You will manage mostly business and administrative related tasks for the team such as creating reports, organizing documents, taking minutes, managing schedules, and other organizational tasks like onboarding and project management.. To do this role properly you should have a detailed understanding of the full Google Office Apps and project management apps, be extremely fast at solving problems and have experience as an executive or administrative assistant in the past.

Executive Assistant Responsibilities:

- Preparing financial statements, reports, memos, invoices letters, and other documents.
- Handling basic bookkeeping tasks like paying and organizing invoices and receipts.
- Filing and retrieving corporate records, documents, and reports.
- Researching and conducting data to prepare documents for review and presentation by boards of directors, committees, and executives.
- Helping prepare for meetings.
- Accurately recording minutes from meetings.
- Helping to onboard new members and volunteers of the organization.
- Using various software, including word processing, spreadsheets, databases, and presentation software.
- Reading and analyzing incoming memos, submissions, and distributing them as needed.
- Experience as a virtual assistant
- Opening, sorting and distributing incoming emails, and other correspondence.
- Provide general administrative support.
- Provide administrative management to the executive team and prioritizing tasks at hand.
- Performing ad hoc tasks, scheduling meetings, assisting in managing the organization's calendar.
- Cultivate and maintain organizational culture built on our core values.

Executive Assistant Requirements:

- Proven experience as an executive assistant or other relevant administrative support experience.
- In-depth understanding of google suite apps and project management.
- Ability to organize a daily workload by priorities
- Excellent communication skills and the ability to lead small meetings.
- Must be able to meet deadlines in a fast-paced quickly changing environment.
- A proactive approach to problem-solving with strong decision-making skills.
- Professional level verbal and written communications skills
- Strong team working skills and the ability to foster positive working relationships