



Job Description

12/27/23

Position Title: Executive Assistant & Marketing Coordinator

Exempt, Full time

Reports to: President and CEO

Non-Exempt

Position Summary

The Executive Assistant and Marketing Coordinator supports the CEO and Communications Director. Major responsibilities include office management and administrative support; assistance writing grants and reports; creating, coordinating and managing social media content; preparation of mailings; coordinating of projects and event support; and overseeing grant compliance. The Executive Assistant and Marketing Coordinator must be creative and enjoy working within a small, entrepreneurial environment that is mission-driven, results-driven and community oriented. The ideal individual will have the ability to exercise good judgment in a variety of situations, with strong written and verbal communication, administrative, and organizational skills, and the ability to maintain a realistic balance among multiple priorities. The Executive Assistant and Marketing Coordinator will have the ability to work independently on projects, from conception to completion, and must be able to work under pressure at times to handle a wide variety of activities and confidential matters with discretion.

Essential Functions:

Office Management and Administrative Services:

- Responsible for the facilities day-to-day operations including security access, maintenance and alteration of office areas and equipment, as well as layout, arrangement and housekeeping of office facilities (i.e., making sure staff keep orderly and clean work areas, recycling is managed, dishes and kitchen area is maintained, etc.)
- Supervise the maintenance of office equipment, including copier, fax machine, etc. This includes establishing a regular schedule for restocking paper and toner.
- Monitor, maintain and purchase office supplies and furniture, office equipment, etc., in accordance with company purchasing policies and budgetary restrictions.
- Arrange ongoing staff training sessions and administrate travel arrangements for staff to attend training sessions both in and out of town.

CEO and Board of Directors:

- Provide administrative support as directed.
- Assists in planning and organizing Board of Directors meetings, Board Committee meetings as well as internal staff meetings. This includes taking food orders, preparing informational packets, setting up the meeting spaces, and monitoring RSVPs.
- Records and manages minutes and official documentation of Board of Directors meetings as well as internal staff meetings.

Human Resources:

- Prepare and maintain all HR records, including personnel files, contracts, and job descriptions and ensure they are in compliance with all applicable laws and regulations.
- Prepare employee handbook for onboarding and conduct orientation sessions for all new hires. This includes making sure all new staff have access to email, drives, printing, and phones.

Compliance:

- Track all grant and compliance (HUD, NeighborWorks) reporting due dates, send reminders to responsible parties, and ensure that all reporting requirements and goals are met.

Marketing and Resource Development:

- Works with accounting to maintain a grant database. Keeps information on donors and volunteers current.
- Enters all donations from government, foundation, individual and business donors, including in-kind donations. Sends all grant agreements to Accounting upon award.
- Responsible for preparing, updating, and issuing thank-you letters to donors. Thank you letters and tax exemption forms should be issued within one week of receiving funds.
- Provide support for special events and projects.
 - Marketing has ownership over a handful of events including Money School, MainX24 and staff retreats – planning and execution of these is the Marketing team’s responsibility. Other departments will request event support. Support for non-marketing events is decided and delegated on an event-by-event basis.
 - Every event is a marketing opportunity – a chance to capture an image or a story. Therefore, attendance at all events is assumed unless otherwise discussed. If a marketing team member cannot attend, marketing duties should be delegated to another.
- Assist with copywriting, artwork, and website updates for planned print and digital marketing communications.
- Create, coordinate and manage content for social media. This includes maintaining a social media planner, posting at minimum three times per week, and managing any paid campaigns.

Qualifications:

- Expert level written and verbal communication skills.
- Strong organizational skills that reflect ability to perform and prioritize multiple tasks seamlessly with excellent attention to detail.
- Very strong interpersonal skills and the ability to build relationships with stakeholders, including staff, board members, external partners and donors.
- Demonstrated proactive approaches to problem-solving with strong decision-making capability.
- Highly resourceful team-player, with the ability to also be extremely effective independently.
- Proven ability to handle confidential information with discretion, be adaptable to various competing demands, and demonstrate the highest level of customer/client service and response.
- Demonstrated ability to achieve high performance goals and meet deadlines in a fast-paced environment.
- Forward looking thinker, who actively seeks opportunities and proposes solutions.

Education/Experience:

- Bachelor's degree required.
- Strong work tenure: 3 to 5 years of experience supporting C-Level Executives, preferably in a non-profit organization.

- Experience and interest in internal and external communications, partnership development, and fundraising.
- Proficient in Microsoft Office (Outlook, Word, Excel, and Power Point) and Social Media web platforms. Experience in Canva or Adobe Creative Suite preferred.

Education:
Bachelor's degree.

Physical Requirements:

	Never	Intermittent	Frequent	Continuous
<i>Endurance:</i> Sitting 6+ hours				X
<i>Walking:</i> 1 – 3 hours			X	
<i>Standing:</i> 1 – 3 hours		X		
<i>Climbing/Stooping/Kneeling: 1 – 3 hours</i> Physically able to bend, stoop, and climb.		X		
<i>Lifting/Pulling/Pushing:</i> Physically able to lift, pull, and reach 10 – 125 lbs.			X	
<i>Fingering/Grasping/Feeling:</i> Must have full use of hands to perform tasks.				X

Work Conditions:

1. Office work environment.
2. Attendance at CNE evening events or training will be required to attend.
3. Limited travel to attend meetings, conferences or training.

I understand and agree that I am able to perform the duties and responsibilities as described above, I also understand that the job description is subject to change at any time without prior notice.

Print Name: _____ Signature: _____

Date: _____