

Job Title:	Executive Administrative Assistant and Board Liaison
Reports to:	CEO
Status:	Full-time/Exempt (8:30 am – 5:00 pm)
Salary:	\$48,000 - \$60,000 + full benefits/paid vacations

*The mission of Girls Inc. of Greater Houston is to inspire all girls to be **strong, smart, and bold**. Our comprehensive approach to whole girl development equips girls to navigate gender, economic, and social barriers and grow up healthy, educated, and independent. These positive outcomes are achieved through three core elements: people - trained staff and volunteers who build lasting, mentoring relationships; environment - girls-only, physically, and emotionally safe space, where there is a sisterhood of support, high expectations, and mutual respect; and programming - research-based, hands-on and minds-on, age- appropriate curriculum that meets the needs of today's girls.*

FUNCTION:

As the Executive Administrative Assistant, you will manage projects and activities for the Board, Executive Staff, and Committees; organize meetings and conference calls; review and manage contracts/ and write correspondence and other communications. We will rely on you to have your fingers on the pulse of activities, projects, and issues, including potential opportunities for funding. You will take projects from start to finish.

In this role, your success is about managing priorities, creating, and maintaining relationships, and being warm and gracious. In this highly visible role, your excellent communication and collaboration is paramount. You will analyze situations and exercise sound judgement in determining appropriate courses of action.

You will report to the CEO. Duties include performing a variety of complex tasks and operations.

RESPONSIBILITIES:

Administrative support for CEO, Executives, and Agency

- Provide general administrative support for CEO and other Executive Staff.
- Responsible for ensuring mail is picked up and distributed daily in a timely manner.
- Responsible for updating and maintaining organization chart and phone list.
- Responsible for assembling orders for office supplies, placing, receiving the orders, distributing the supplies, and properly expensing the invoices.
- Update and maintain the donor database (i.e., Donor Perfect)
- Responsible for mass mailings via mail merge
- Maintain yearly annual assessments (i.e., GuideStar, BBB, Girls Inc. National Annual Assessment, etc.)
- Act as back-up for website management
- Performs other tasks as assigned

Employee Services

- Research and email appropriate audience of general payroll issues
- Responsible for onboarding and collecting onboarding documents through the HR portal.



Facilities & Equipment

- Responsible for ensuring all facilities, both owned & rented are properly operating.
- Responsible for maintenance contracts and licenses.
- Assembles and analyzes contract bids and prepares recommendations for CEO approval.
- Responsible for timely renewals of insurance coverage for facility and equipment
- Responsible for equipment updates, efficiency of operation and contract maintenance.
- Responsible for maintaining and upgrading computer technology to maximize working needs of employees and operate at a cost-efficient level for agency.
- Responsible for maintaining the organizations property records and conducting annual inventory audits.

Board Relations

- Coordinate regular communications with all board members. Act as a conduit of information between the staff and board leadership and facilitate communication among stakeholders.
- Work closely with the Board Chair to manage registration and board member participation for meetings.
- Ensures that all updated Board documents and by-laws are maintained in appropriate cloud-drive.
- Provide general administrative duties on behalf of Board.

QUALIFICATIONS:

- Minimum five years professional related experience
- Strong MS Office Suite skills
- Excellent Keyboard accuracy
- Demonstrated ability to interact effectively and appropriately with high-level professionals, board or directors, committees, volunteers, and executive staff
- Strong interpersonal skills, including tactful and personable
- Self-starter and continuous focus on learning to stay current in technology
- Proficient in Donor Perfect database, a plus
- Knowledge of WordPress, a plus
- Supports the organization' mission to inspire all girls to be strong, smart, and bold.

ATTRIBUTES:

- Excellent communicator (written and verbal)
- Strong project management skills
- Problem solver
- Detail oriented
- Autonomous
- Service-driven
- Organizational agility

EQUAL OPPORTUNITY EMPLOYER:

Girls Inc. of Greater Houston is committed to diversity in principle and practice, both in the community at large and within the organization. Girls Inc. provides equal employment opportunities to all employees and applicants for employment without regard to race, color, ancestry, national origin, gender, sexual orientation, marital status, religion, age, disability, gender identity, results of genetic testing, pregnancy, citizenship, political beliefs, or service in the military.