



Community Outreach Job Description

General Description: The Executive Assistant will support the Executive Director by managing administrative tasks, overseeing media platforms, handling the executive schedule, and performing various errands. The ideal candidate is organized, proactive, and has a heart for serving young women experiencing unplanned pregnancies. This position will be 20-25 hours per week.

Qualifications: The Executive Assistant should possess the following skills and experience:

- Proficient in using social media platforms, website management tools, and Microsoft Office Suite.
- Excellent organizational and time-management skills.
- Strong written and verbal communication skills.
- Ability to multitask and prioritize tasks effectively.
- A heart for serving and supporting young women experiencing unplanned pregnancies.
- Ability to maintain confidentiality and handle sensitive information with discretion.
- Creative and detail-oriented with the ability to work independently and as part of a team.

Accountability: The Executive Assistant reports directly to the Executive Director, who is responsible for their performance.

Responsibilities:

- **Administrative Support:**
 - Assist the Executive Director with daily administrative tasks.
 - Prepare and edit correspondence, communications, presentations, quarterly newsletters and other documents.
- **Media Management:**
 - Serve as the main administrator for all media platforms, including social media, website, and email communications.
 - Create, schedule, and post engaging content that aligns with the organization's mission and goals.
 - Monitor and respond to interactions on social media platforms in a timely and professional manner.
- **Event Coordination:**
 - Assist in planning and organizing events with Community Outreach, ensuring all details are managed efficiently.
- **Financial Tasks:**
 - Perform regular bank runs and handle financial errands as needed.
 - Assist with basic bookkeeping tasks, such as data entry and maintaining financial records. Communicate with accountants as needed.
- **Communication:**
 - Act as a point of contact for internal and external communications, ensuring inquiries are addressed promptly and professionally.
 - Prepare reports, meeting minutes, and other documents as required.
- **Other Duties:**
 - Handle various errands, including but not limited to, bank runs, picking up supplies, and other tasks as assigned.
 - Manage office supplies inventory and place orders as necessary from other staff members
 - Provide general administrative support to the organization as needed.
 - Assist with special projects and initiatives as assigned by the Executive Director.