



<b>Job title</b>	<i>Executive Assistant</i>
<b>Reports to</b>	<i>Executive Director</i>
<b>Classification</b>	<i>Non-Exempt, Full Time</i>

### **Job Purpose**

BEAM is a long-standing and well-respected non-profit organization that provides basic needs support to residents and workers within the Beaches community. The Executive Assistant operates within a fast-paced and highly rewarding environment and is primarily responsible for providing administrative support to the Executive Director and ensuring that operations run efficiently.

### **Duties and Responsibilities**

- Manage and maintain the executive's calendar, schedule appointments, and coordinate meetings
- Professionally and effectively screen and prioritize incoming communications, including emails, phone calls, and mail
- Communicate and coordinate with internal teams, donors, and external partners on behalf of the executive
- Handle confidential information with utmost discretion and professionalism
- Serve as the liaison between the executive and the Board of Directors
- Prepare and manage Board of Director correspondence
- Arrange and set up meetings, ensuring that all necessary materials are prepared in advance
- Prepare agendas, presentations, and reports, ensuring accuracy and professionalism
- Develop a broad knowledge and understanding of the company's operations and objectives
- Collaborate with team members to ensure deadlines or project milestones are met
- Conduct research and provide analysis on various topics to support decision making
- Maintain office supplies inventory and place orders as needed
- Work directly with leadership team members and coordinate vendors related to maintenance and repairs of buildings/facilities and fleet
- Be prepared to handle daily unforeseen tasks and challenges
- Other duties as assigned

## Qualifications

- Commitment to BEAM's mission to provide emergency assistance and a path to economic stability
- Ability to build positive relationships with a wide variety of stakeholders including donors and volunteers
- Associate degree; Bachelor's degree preferred; or 7 years related experience
- 2+ years prior executive assistant or administrative support experience
- Strong organizational, computer and communication skills
- Proficiency in Microsoft Office Suite
- Detail-oriented with strong problem-solving and decision making abilities
- Self-motivated and trustworthy
- Ability to organize and prioritize work, and to work independently with little supervision

## Work Requirements

- Must have a valid Driver's License
- Must be able to work on occasional nights and weekends
- Must be able to work in a fast-paced, high-volume environment

## Physical requirements

- Must have the ability to sit for extended periods of time
- Must have the stamina to use a computer for extended periods of time
- Must have the ability to lift materials up to 30 lbs.
- Must tolerate some bending, stooping, and squatting
- Ability to use keyboard unassisted
- Ability to use telephone unassisted

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<b>Approved by:</b>	<i>Executive Director</i>
<b>Date approved:</b>	<i>4/11/24</i>