

**Position Title:** Administrative Assistant  
**Department:** Management & Administration  
**Report to:** CEO  
**Location:** Remote  
**FLSA Status:** Exempt, Part-Time 20 Hours



### Responsibilities:

- **Executive Support:**
  - Manage the CEO's calendar, schedule meetings, and coordinate appointments on behalf of the CEO
  - Coordinate all travel and key meetings (flights, hotel, car service, etc.)
  - Prepare briefing materials, agendas, and follow-up documents for Board of Directors meetings
  - Review contracts from vendors for the CEO's signature
- **Departmental Support:**
  - Work closely with the Director of Development to produce donor acknowledgment letters, ensuring donors are thanked in a timely manner
  - In conjunction with the Director of Community Engagement Director, track PWSA | USA chapter and chapter leader contact information
  - Work closely with the Director of Marketing and Communications to order and distribute branded print materials to team members
  - Work closely with the Director of Accounting to obtain the required Human Resources documentation and onboarding paperwork for new employees
- **Administrative Tasks:**
  - Maintain and organize confidential files and documents
  - Order supplies and office equipment for team members
  - Ensure computer equipment and other related assets are maintained
  - Act as liaison between IT providers to ensure system security, computer network needs, PWSA | USA files, logins, and passwords, by following the recommended security procedures of the IT support provider and educating the staff on PWSA | USA's security policies

### Qualifications:

- Associate degree or 3 years' comparable work experience. Experience in a nonprofit environment is strongly preferred.
- Remote work experience preferred
- Strong time-management and people skills, flexibility, and multitasking ability
- A high comfort level with a wide range of technology, such as networks, phone systems, databases, etc. Experience with Blackbaud is a plus.
- Proficiency in Microsoft Office Suite, with an aptitude to learn new software and systems
- Exceptional written and verbal communication skills
- Excellent organizational skills and attention to detail
- Some travel may be required