

YWCA OF THE GREATER TRIANGLE, INC.

Job Announcement

Posted Date: August 6, 2010

Job Title: Executive Assistant
Location: Central Administration
Hours Per Week: Full-time
Date Available: Immediately Closing Date: When Filled
Supervising Position: Executive Director

RESPONSIBILITIES:

Provide administrative support to the Executive Director, Board of Directors and Board level committees. Manage the Executive Directors schedule of events, meetings, travel and correspondence. Prepare research, presentations and communications on behalf of the Executive Director and Board as needed. Maintain Board records. Occassionally, act as proxy for the Executive Director, representing her in meetings or communications. Assist in organizing and implementing special events and projects as assigned. Answer telephones and provide office coverage as needed during operating hours.

Other duties as assigned.

MINIMUM QUALIFICATIONS:

Acceptance of and adherence to the mission of the YWCA. High school diploma. Three to five years experience with increasing responsibilities. Advanced skill levels in Microsoft Office software. Strong organizational and communication skills and ability to work effectively with diverse constituents including volunteers, donors, staff and clients representing the Executive Director with a high level of professionalism at all times.

PREFERRED QUALIFICATIONS:

Bachelor's degree. Five to seven years administrative experience. Knowledge of issues related to women's empowerment and racial justice. High degree of business acumen and ability to manage multiple high priority projects concurrently.

MAIL APPLICATION TO:

YWCA of the Greater Triangle
4940 Capital Blvd, Suite H
Raleigh, NC 27616
ATTN: HR Department

WE ARE AN EQUAL OPPORTUNITY EMPLOYER