



POSITION DESCRIPTION: EXECUTIVE ASSISTANT

Reports To: Chief Executive Officer

Job Type: Full-time, exempt, salaried position. Annual salary of \$58,000. This is a full-time on-site position working from the Sexual Assault Center office.

Position Summary:

The Executive Assistant provides high-level administrative and operational support to SAC's Leadership Team, with primary support dedicated to the Chief Executive Officer. This role serves as a key coordination point for executive operations, board administration, agency meetings, and organizational communication. The Executive Assistant is responsible for managing schedules, coordinating meetings and events, maintaining organizational systems, preparing correspondence and materials, and supporting administrative functions across Leadership and Administrative teams. The Executive Assistant must be highly proactive, self-directed, and able to anticipate needs, manage competing priorities, and follow through on responsibilities with minimal oversight in a fast-paced environment. Due to the sensitive and high-level nature of the information handled in this role, strict confidentiality and professionalism are essential.

Key Responsibilities:

Executive & Leadership Support

- Provide comprehensive administrative support to the Chief Executive Officer, including calendar management, meeting scheduling, prioritization of commitments, and coordination of daily activities
- Draft, edit, and manage correspondence, communications, reports, presentations, and other materials on behalf of executive leadership
- Coordinate internal and external meetings for Chief Executive Officer, including scheduling, preparation of materials, agenda development, and follow-up communication
- Maintain organized records, files, and tracking systems for executive operations
- Provide administrative support to the Chief Operating Officer and Chief Development Officer as needed
- Assist the Human Resources Manager and Finance Coordinator with administrative tasks and special projects as assigned
- Assist with preserving and organizing SAC's institutional history, including historical records, major organizational initiatives, capital campaigns, leadership materials, and other archival information; develop and maintain systems that support long-term accessibility and organizational knowledge retention
- Anticipate executive support needs and proactively identify solutions to improve workflow and organization
- Exercise independent judgment and initiative in managing responsibilities and resolving administrative issues

Board of Directors Administration

- Serve as administrative support to the Board of Directors in collaboration with the CEO
- Prepare and distribute meeting materials, agendas, and packets in advance of Board and committee meetings
- Coordinate meeting logistics including scheduling, ordering food, arranging meeting spaces, and sending calendar invitations
- Record, draft, and distribute accurate meeting minutes and maintain official Board records
- Maintain board records, contact information, committee assignments, and organizational documents

Agency Meetings & Event Coordination

- Coordinate logistics for staff meetings, leadership meetings, retreats, trainings, and agency-wide events
- Arrange meeting spaces, technology setup, food orders, printed materials, and supplies
- Provide technology support during meetings and presentations as needed
- Record and distribute meeting notes, minutes, and follow-up items

Administrative & Financial Support

- Support leadership team members with expense tracking, purchasing, invoice processing, reimbursements, and credit card reconciliation
- Assist with document preparation, filing, data tracking, and administrative reporting
- Support internal communication and coordination efforts across departments
- Complete additional administrative and operational tasks as assigned

Compliance & Organizational Standards

- Maintain confidentiality and adhere to all applicable policies, procedures, and organizational standards
- Handle highly sensitive organizational, personnel, financial, and leadership information with discretion and professionalism
- Ensure accuracy, professionalism, and accountability in administrative, financial, and organizational processes
- Support a professional, organized, and mission-aligned work environment

Required Qualifications:

- Bachelor's degree in a related field. Equivalent experience may be considered
- Minimum of three years of executive administrative support or related experience
- Experience supporting senior leadership, executives, or boards of directors
- Strong organizational skills and attention to detail
- Excellent written and verbal communication skills
- Proficiency in Microsoft Office Suite and virtual meeting platforms
- Ability to manage multiple priorities, maintain confidentiality, and work independently with minimal supervision

Preferred Qualifications:

- Experience in nonprofit, human services, or mission-driven organizations
- Experience coordinating board administration and executive operations
- Experience planning meetings, retreats, or organizational events
- Familiarity with financial administrative processes including reconciliations, purchasing, or invoice tracking

Skills and Abilities:

- Organization and attention to detail
- Professionalism, discretion, and sound judgment
- Initiative and proactive problem-solving
- Strong follow-through and accountability
- Time management and prioritization
- Written and verbal communication
- Adaptability and ability to manage competing priorities
- Collaboration and relationship-building
- Financial accuracy and administrative accountability

SAC reserves the right to waive any of the above qualifications dependent on work experience and other qualifying factors.

Benefits:

SAC offers a competitive benefits package that includes:

- Employer-sponsored medical, dental, and vision insurance
- Employer-covered long-term disability insurance and EAP (Employee Assistance Program) benefits
- Discounted supplemental AFLAC benefit options
- Company-sponsored 401(k) Plan with matching options
- 15 days of Paid Time Off annually, with increased accrual rates each year
- 10 paid Holidays & 2 Floating Holidays annually
- 12 hours of Days of Action annually
- Self-Care Leave with every five years of employment
- Monthly Therapy Stipend

To Apply: Submit your application through SAC's online job portal at jobs.appone.com/sexualassaultcenter. Please include a resume and cover letter with your application.

SAC is an Equal Employment Opportunity employer.