

Executive Assistant

Eliminating racism. Empowering women. YWCA Metropolitan Phoenix's mission lives in the soul of everyone at YWCA because we demand a world of equity and human decency. We envision a world of opportunity. We commit ourselves to the work of justice. Every day, we get up and do the work, until the world sees women, girls, and people of color the way we do: Equal. Powerful. Unstoppable. All YWCA staff members are expected to function as self-directed members of a collaborative team, to model professional standards and the YWCA Mission. Successful candidates are on their own racial justice learning journey. We believe in **Self-Managed Teams (Learning, Creating, and Leading Together), Collaboration, Co-creation, Inclusivity, Respect, Engaged and Engaging, Fun and Joy.**

Position Summary

YWCA provides an excellent work environment with competitive pay and the opportunity for professional and personal growth. Success in this position will depend upon a positive outlook, solid work ethic, and the ability to operate in a team environment, as well as function independently where required.

Executive Assistant will be an integral part of administrative support to the Chief Executive Officer, Board of Directors, Directors, and YWCA staff. This role will be responsible for formatting, editing documents, and presentations. Entering data, maintaining databases, and keeping records. Liaising with internal departments, answering calls, and making travel arrangements.

We encourage all who are interested who meet most of the minimum qualifications or skills below to apply. If you or someone you know has experience, please forward or apply.

Essential Functions

- Manage the CEO's calendar, books and arranges travel, and other administrative tasks to ensure efficient and effective operations, while keeping an awareness of the CEO's work/life balance.
- Support the CEO in preparing for and following up on board, committee, and community meetings, including preparing materials, taking notes, and ensuring timely completion of action items.
- Manage and support CEO's efforts at speaking and panel engagements; Assist, when necessary, in organizing events and conferences that the CEO attends
- Liase with the Social Media Coordinator to support the CEO's social media platforms.
- Composes, drafts, or edits correspondence and independently generates other communications, including e-mails, newsletters, reports, presentations, and other documents as needed.
- Anticipates CEO administrative needs, tracks important tasks and deadlines.
- Maintain CEO network databases and filing systems, organizes electronic and paper files, ensuring confidentiality and accuracy.
- Reconciling and filing CEO expenses including credit card, travel, mileage, and reimbursements
- Maintain established relationships on behalf of CEO with key stakeholders, including funders, partners, and other community organizations.
- Represent YWCA at external meetings and events as needed.
- Other duties as assigned.

Required Skills

- Project management experience
- Proficiency in basic IT troubleshooting and liaise with third party provider, particularly in support of CEO's IT needs



Metropolitan Phoenix

- Understanding of and commitment to the YWCA mission of eliminating racism and empowering women
- Demonstrated personal learning journey related to social and racial justice
- Ability to build and steward a portfolio of relationships across diverse communities
- Works collaboratively within a team environment
- Ability to take ownership/responsibility of tasks of projects assigned/held
- Ability to navigate quickly between projects
- Can coordinate multiple tasks simultaneously
- Ability to be flexible and adaptable to changing work environments, priorities, and organizational needs
- Highly motivated, self-directed, and proactive problem solver
- Able to inquire with thoughtfulness and kindness
- Excellent communication skills – both verbal and written
- Demonstrated proficiency in Microsoft Office 365

Desired Qualifications

- Bachelor's degree or a minimum of 5 years or executive support experience in nonprofit organizations

Responsible to: Chief Executive Officer

Job Type: Full-time, Exempt

Salary: \$55,120 - \$66,550

Schedule: 40 hours per week. Some weeks may require evenings and weekend hours.

Work Location:

- Glendale office or remote as scheduled with supervisor
- Community locations may be required for some duties.

Benefits: *The first of the month after 60-days of employment*

- Health insurance
- Dental insurance
- Flexible spending account
- Life insurance
- Paid time off
- Vision insurance
- Retirement plan (employer contribution after 2 years)

License/Certification Requirements:

- Driver's License (Required)
- Must be eligible to work in the U.S. (E-Verify confirmation)

TO APPLY:

Submit your resume, cover letter to: jobs@ywcaaz.org

Subject: Executive Assistant

Open until filled

YWCA Metropolitan Phoenix is committed to fostering a diverse and inclusive workplace. We are dedicated to hiring employees who reflect the communities we serve, including women, people of color, LGBTQ2S+ individuals, seniors, and people with disabilities. YWCA Metropolitan Phoenix will accommodate you in all aspects of the hiring process. If you require accommodation, we will work with you to meet your needs.