

## **THE WOMEN'S HOME JOB DESCRIPTION**

**Position Title:** Executive Assistant  
**Reports to:** Chief Executive Officer  
**Supervises:** Receptionist  
**Status:** Exempt

**Position Summary:** If you would like to be a part of an exceptional team, working on a critical mission, this job is for you. The Executive Assistant plays a critical role in this evolving organization, which has strong roots in Houston and a compelling vision for the future. You will be responsible for assisting the CEO, other executives and the board to operate at their highest possible levels. The ideal candidate will demonstrate passion for the mission, exemplary organizational skills, strong interpersonal communication skills, professional discretion with confidential information, and the ability to take the initiative. A sense of humor and resilience are strongly valued attributes.

The Women's Home builds communities that strengthen women and support families as they reclaim their stability. Our programs specifically target women and families who are homeless or vulnerable to homelessness - many have histories of substance use disorder and mental health conditions. Through our long-term residential treatment program in Montrose, our affordable housing programs in Spring Branch, and the Mabee WholeLife® Service Center, our communities support women and their families to overcome life-long cycles of homelessness, substance use disorders and mental health conditions.

**Job Summary:** This position provides administrative support to the Chief Executive Officer particularly in the areas related to Board(s) and fundraising activities and helps to ensure the smooth functioning of the administrative building.

### General Duties:

#### A. Chief Executive Officer

1. Agency contact for the Chief Executive Officer, Board of Directors and some Board committees and the Advisory Board.
2. Coordinates meetings of the Chief Executive Officer, Boards and some committees by notifying members, distributing materials and setting up for the meetings.
3. Helps to prepare letters and reports; such as the Better Business Bureau application.
4. Prepares birthday cards for Boards.
5. Helps to coordinate Chief Executive Officers calendar and activities with reminders.
6. Opens mail addressed to the Chief Executive Officer or Boards and helps to prioritize responses.
7. Maintains capital campaign/expansion files.
8. In the absence of the Chief Executive Officer this position reports to the Chief Operating Officer.

#### B. Specific Board(s) activities

1. Prepares Board of Directors manual for new members ensuring it is updated. Sends welcome letter and forms to obtain information for files.
2. Takes minutes at the Board meetings and distributes for corrections.

3. Maintains board files and minutes, tracks attendance and board terms and prepares reports as needed.
4. Prepares welcome letters and other correspondence for Advisory Board.
5. Maintains/updates board directories for distribution and for stationary/invitations.
6. Maintains committee files as needed
7. Helps coordinate Advisory Board meetings.

C. Office administration

1. Greets and directs visitors in the absent of the receptionist.
2. Helps maintain the orderly appearance and safety of the building particularly public areas.
3. Posts open positions on appropriate employment websites.
4. Assists with phone set up for new staff.
5. Provides administrative support to the Chief Financial Officer as needed.
6. Maintains office equipment including phones, copiers, and other equipment.
7. Tracks all office (including stationary) and kitchen supplies for administrative building so they can be ordered in a timely manner.
8. Coordinates incoming mail/faxes and outgoing mail and e-mails to web site (Info).
9. Maintains administrative files.
10. Works with finance/accounting staff to hold expenses down.
11. Train/supervise the receptionist position.
12. Member of the safety committee.
13. Other duties as assigned by the Chief Executive Officer.

D. Resource Development

1. Processes credit card gifts as needed.
2. Helps to proof read, outgoing letters, lists and reports.
3. Supports and attends development events as needed.

E. Other

1. Helps prepare for monthly staff meetings
2. Attends staff meetings/resident banquets as needed
3. Other duties as assigned by the Chief Executive Officer

F. Qualifications

1. Bachelor degree and/or relevant experience
2. Ability to discern what information needs to be kept confidential
3. Excellent computers skills
4. Good written and verbal skills
5. Good organizational/time management skills
6. Able to make independent decisions
7. Ability to work on a team
8. Positive attitude
9. Two to three years of experience