

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

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

The Women's Home (TWH) 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.

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. The ideal candidate will demonstrate a passion for the mission, exemplary organizational skills, strong interpersonal communication skills, professional discretion with confidential information, and the ability to take initiative. A sense of humor and resilience are strongly valued attributes.

**Job Summary:** In an effort to ensure the leadership performs at their highest possible levels, the Executive Assistant will provide executive-level administrative support to the Chief Executive Officer (CEO), Chief Development Officer (CDO), Board of Directors (Boards), as well as other members of leadership when needed. Responsibilities for this position will function in the areas related to the CEO's day-to-day calendar of activities as well as various fundraising activities. The Executive Assistant will also aide in the effortless functioning of TWH's administrative building. In the absence of the Chief Executive Officer, this position reports to the Chief Development Officer.

### **General Duties:**

#### **A. Chief Executive Officer**

1. Serves as the agency contact for the CEO, Board, various Board Committees, and the Advisory Board.
2. Handles complex and high-level scheduling, while communicating with important community and business leaders.
3. Coordinates meetings of the CEO, Boards, and various board committees through coordinating calendars, notifying members, sending reminders, distributing materials, ordering lunch, and setting up for the meetings.
4. Work in collaboration with the Boards, Committee members, and community leaders' Executive Assistants to ensure accuracy of meeting dates and times as well as relevant correspondence.
5. Helps to prepare internal and external communications including but not limited to general emails, responses for the CEO and boards, various reports, and document conversion.
6. Coordinates travel arrangements; register for domestic conferences and local events, as well as prepare materials for said events.
7. Make requested purchases utilizing the CEO's purchase card.
8. Other duties assigned by the CEO

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

1. Prepares and distributes annual updated Board of Directors manual for new members.
2. Prepares annual Board Calendar of Activities to distribute at the beginning of the year.
3. Maintains Board files, meeting packets, and minutes while tracking attendance and board terms.
4. Prepares welcome letters and other correspondence for Advisory Board.
5. Maintains/updates board directories for distribution and formal stationery/invitations.
6. Coordinates all Board meetings by overseeing room set-up, audio/visual requirements, and other support. All meetings are scheduled well in advance.
7. Attends all Board, Board Committees, Leadership Team, and other required resident and employee meetings.
8. Prepares agendas and records minutes and/or notes as required for all aforementioned meetings.
9. Assist in planning and coordination of Board and Committee holiday events.
10. Safeguards confidentiality of the Board, residents, staff, and executive matters, releasing information only as required and to appropriate parties.

## **C. General Administration**

1. Greets and directs visitors in the absence of the receptionist.
2. Helps maintain the orderly appearance and safety of the building particularly public areas.
3. Provides administrative support to the Chief Financial Officer as needed.
4. Tracks and maintains all office (including stationary) and kitchen supplies for the administrative building ensuring that they ordered in a timely manner.
5. Works with finance/accounting staff to hold office expenses down.
6. Maintain the general "Information" e-mail account by responding to incoming mail/faxes outgoing mail emails.
7. Coordinates monthly all-staff meetings by making copies of meeting materials, ordering food, preparing rooms and clean up after the meeting is over.
8. Attends resident banquets as needed
9. Maintains various administrative files.
10. Train/supervise the receptionist position.
11. Serve as a member of the Safety Committee.
12. Other duties as assigned by the CEO.

## **D. Resource Development**

1. Processes credit card gifts as needed.
2. Helps schedule meetings for CDO and Director of Grants.
3. Prepares packets for Resource Development Committee meetings.
4. Orders food and beverages for meetings as needed.
5. Helps with mailings as needed.
6. Helps to proofread outgoing letters, lists, and reports.
7. Supports and attends development events as needed.
8. Other duties as assigned by CDO.

## **E. Qualifications**

1. Bachelor degree and/or relevant experience
2. Three to five years of experience preferred
3. Ability to discern what information needs to be kept confidential
4. Adhere to the organization's code of ethics and maintain confidentiality at all times.

5. Excellent computers skills
6. Good written and verbal skills
7. Good organizational/time management skills
8. Able to make independent decisions
9. Ability to work on a team
10. Positive attitude

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