



Immediate Opening Position Announcement **Executive Administrative Assistant**

Posted December 23, 2011

Overview of position: Interfaith Community Services is seeking a highly motivated individual for its Executive Administrative Assistant, a new full time non-exempt position. Responsibilities include a wide-range of activities to support the Executive Director and Board leadership. This position also will interact with the management staff, volunteers and donors. Activities include creating and maintaining corporate and board records, writing letters and documents, scheduling and coordination of meetings, report generation and filing, and handling phone communications. The person needs to be highly principled and professional with the ability to maintain confidentiality.

Specific responsibilities:

- Draft letters and other written communications
- Maintain corporate records including meeting minutes, board and committee lists, e-mail distribution lists, policy and information manuals, etc.
- Handle phone communication as needed for the Executive Director
- Prepare documents such as updates on the strategic plan, the monthly consolidated Program and Committee Reports, board orientation materials, etc.
- As assigned by the Executive Director, serve as a staff resource for the Board of Directors
- Distribute Board and other meeting materials including schedules, agendas and reports
- Coordinate Board and committee meetings schedules
- Organize and participate in special events as assigned
- Support activities of the Community Advisory Board
- Maintain monthly Statistical Information in the Central File
- Serve as back-up for the front reception area as needed.
- Maintain a Central Shared Calendar with regular meeting dates, important events and staff vacations.
- Other duties as assigned

Qualifications: The qualified candidate will have a minimum of 3 years experience in a fast-paced office environment, preferably in a non-profit organization, with demonstrated high quality work ethic to achieve maximum productivity. The candidate must be highly organized and able to multi-task; must have excellent written and verbal communications skills including experience in drafting business documents and high level of competence with Microsoft Office applications, including mail merges, Excel spreadsheets and graphs. Experience in working with donor software is preferred. Must be able to deftly serve and work with a wide range of personalities among volunteers, donors, and professional staff, and must be highly principled with the ability to maintain confidentiality. Willingness to work a varied schedule as occasionally needed. Ability to work independently as well as part of a team.

Reports to: Executive Director

Work Schedule: Full time, Monday through Friday, some weekend activities

Compensation: \$15-\$17 per hour, depending on experience

Benefits: Generous Paid Time Off and Paid Holiday schedule. Medical/dental/vision insurance is available. Monthly Wellness Benefit and Simple IRA available after three month introductory period.

Resumes should be submitted to the Maude Shingler in the Business Office at ICS, 2820 W. Ina Road, Tucson, AZ 85741. Or email to mshingler@icstucson.org. Please include three professional references.