



changing the heart of an entire generation

Executive Assistant Job Description

The role of the Executive Assistant position holds responsibilities in several areas throughout the organization.

- Administrative support for the Executive Director and the Team.
- Assisting with the creation of materials and presentations.
- Ordering and maintaining an inventory of Marketing and Conference Materials.
- Liaison between organizations needing our materials.
- Assisting in the search and procurement of new locations for Fundraisers.
- Liaison between our organization other resource organizations around the world.

Duties:

- Answer the office telephone, distribute the mail, communicate with supporters.
- Administrative support for Fundraising Events which includes, but is not limited to:
 - Print and mail communication to donors.
 - Assist in mailing host recruitment letters and host packets.
 - Print all documents needed for event: nametags (with meal cards), commitment cards, programs, table tents with numbers.
 - Assist with packing all items needed for events: all printed items above, laptop, projector(s), box of cables, SUG sign, SUG calendar, books, SUG cards, pens, and the tall pop-up SUG sign.
 - Collect donations after an event
 - Help with post-event wrap up: send out surveys, pledge coupons, host fee reminders.
 - Preparation of Angel Award and mailing to recipients.
 - Events occur in the evening hours on a regular workday, but these events are in addition to the regular work hours, not in lieu of.
- Assist Executive Director with completion of grant requests and seeking new donors.
- Assist with the planning and execution of Staff/Volunteer Retreats.
- Assist with marketing booths at conferences and events. This may include traveling within and outside of the state of Oregon.
- Use of Microsoft Word, Excel, PowerPoint and Publisher. Utilize email and various Social Media platforms. Proficient in doing research on the internet.
- 4 or more hours standing/sitting.
- 4 or more hours using a computer and looking at a computer screen.
- Some of these tasks could be in the evenings and on the weekends.

Compensation: **DOE, starting at \$37,368 7K per year w/benefits after 90 days**

Employment type: **Full-Time**

Contact: Submit Resume, 3 Professional References w/contact info to: dmperez@standupgirl.com