



Executive Assistant Position Description

Job Title: Executive Assistant (PT)

Reports To: Executive Director

Time: 10-13 Hours Per Week

Schedule: Flexible

Apply: Send Resume to alexa@envisionggb.org

Job Summary

Join Envision Greater Green Bay as a part-time Executive Assistant, where you'll provide essential administrative support to our Executive Director and Board. With flexible hours and remote work options, you'll manage correspondence, assist with calendar management, maintain records, support meetings, liaise with stakeholders, and contribute to special projects. If you have strong organizational skills, proficiency in MS Office Suite, and a positive attitude, join us in making a difference in our community.

Duties and Responsibilities

Executive Director Support

- Managing correspondence: Handling emails, letters, and other communications, and drafting responses on behalf of the executive director.
- Calendar assistance: Scheduling larger meetings, and events, and ensuring the executive director's schedule is well-organized.
- Documentation and record-keeping: Maintaining official records, files, and documents, and ensuring they are organized and easily accessible.
- Research support: Conducting research on various topics as requested by the executive director, and compiling information for reports or presentations.
- Meeting support: Assisting with meeting preparation, including preparing agendas, taking minutes, and following up on action items.
- Liaison with stakeholders: Acting as a liaison between the executive director and internal or external stakeholders, including board members, staff, clients, and partners.
- Special projects: Assisting with special projects or initiatives as assigned by the executive director, which may involve conducting research, coordinating events, or managing specific tasks.
- Insurance oversight: Assisting in the review and maintenance of liability and property insurance coverage, ensuring understanding of the terms, conditions, and limitations of such coverage.

Operations

- Conduct efficient and effective day-to-day administrative operations of the organization.
- Ensure that financial, personnel, donor, program, and historic files are securely stored, and confidentiality is maintained.
- Monitor and replenish supplies as needed.
- Organize, plan, and support the development of agendas, meeting minutes, location, and logistics of Board and Executive Committee meetings in collaboration with the President and Executive Director.
- Provide support to ensure that all Board members and other key volunteers receive orientation and proper training to fulfill their roles.

Financial, Risk Management, and Reporting

- Document and maintain complete and accurate records of all financial transactions.
- Prepare checks with supporting documentation and obtain officer signatures
- Monitor and manage recurring expenditures
- Provide monthly revenue and expense recaps to the Treasurer for preparation of monthly financial reports.
- Ensure Officers have signed current bank signature cards and resolutions.
- Assist the treasurer in completing necessary paperwork complying with all federal/state charitable government reporting requirements as requested.

Fundraising

- Assist in editing, formatting, and submitting funding proposals and grant applications.
- Participate in fundraising activities as appropriate and requested.
- Assist with production of marketing and communication materials to support fundraising efforts.
- Provide timely thank you, annual giving and other communications to donors.
- Maintain an accurate donor mailing list and database

Communications and Advocacy

- Monitor and track media coverage and social media mentions relevant to the organization.
- Coordinate with external vendors, such as graphic designers or printers, for the production of promotional materials.
- Collaborate with team members to develop and maintain content for the organization's website and social media platforms.
- Provide support for event planning and execution, including logistics, promotion, and attendee engagement.
- Assist in maintaining information on the website.

Other

- Assist with meeting arrangements for events such as:
 - World Futures Day
 - Strategic Foresight Workshops
 - Foresight Network Gatherings
 - Consulting
- Assist with application of technology
- Remote access support for Board and Executive Committee meetings
- Microsoft Teams guest/member administration

Qualifications

Education and Experience

- Preferred: Post-secondary degree plus at least two years of experience working in a fast-paced office environment or equivalent combination of education and experience.
- Required: High School diploma plus five years of experience working in a fast-paced office environment.

Licenses and Certifications

- Valid State of Wisconsin driver's license and a satisfactory motor vehicle record.

Knowledge, Skills, Abilities, and Experience

- Experience in supporting public meetings, writing board minutes, and developing agendas.
- Past success in working with a board of directors and building relationships.
- Ability to work independently and develop efficient processes.
- Intermediate to advanced business writing skills.
- Proficiency in MS Office Suite programs.
- Ability to utilize computers and office equipment efficiently.
- Experience with social media and effective communication.
- Strong marketing, public relations, written, and verbal communication skills.
- Project management skills.
- Positive attitude, self-direction, integrity, and ethical behavior.

Physical Demands

- Lifting and carrying objects weighing up to 20 pounds.
- Extended periods of sitting, intermittent standing, walking, and driving.
- Using hands for grasping, fine manipulation, pushing, pulling, and operating controls.
- Occasional bending, twisting, squatting, climbing, reaching.

- Communicating orally and distinguishing sounds and people at various distances and light conditions.

This job description is intended to identify the major responsibilities required of the position. The incumbents may be requested to perform other job-related tasks as necessary.