



## COMMITTEE TO AID ABUSED WOMEN

Job title: Executive Assistant  
Department: Administration  
FLSA: Non exempt  
Status: Regular  
Reports to: Executive Director

*Interested candidates should forward resumes and cover letters to CAAW Executive Director, Denise Yoxsimer, at [denisey@caaw.org](mailto:denisey@caaw.org) by Tuesday, September 30, 2014.*

### **Position Summary:**

The Executive Assistant provides administrative and general office management support to the Executive Director (ED) of the Committee to Aid Abused Women (CAAW) and CAAW staff. This position is responsible for providing light bookkeeping support to CAAW's executive director and bookkeeper, maintaining organizational files, tracking and communicating with staff regarding paid time off and other human resources issues, providing monthly, quarterly and annual support (back-up copies, correspondence) for grant reporting, property management at CAAW's apartment complex and coordinating needed repairs at CAAW's facilities.

### **Essential Functions:**

The following statements are intended to describe the general nature and level of work being performed by incumbents assigned to do this job. They are not intended to be an all-inclusive list of responsibilities, duties and skills required of personnel so classified.

1. Prepare correspondence as directed by the Executive Director.
2. Prepare deposits, maintain financial files and provide light bookkeeping support to CAAW's ED and bookkeeper.
3. Track employee paid time off by maintaining informational spreadsheets and communicate status of paid time off and other human resources issue to staff per ED direction.
4. Collects back-up materials for monthly, quarterly and annual compilation of grant reports.
5. Answers and manages incoming calls.
6. Maintains client confidentiality.
7. Arranges and coordinates meetings and office events.

8. Performs other duties as appropriate.

**Knowledge, Skills and Abilities:**

1. Proficiency with technology including Word, Excel, Microsoft Office and Quick Books.
2. Associates degree or equivalent preferred, high school diploma required.
3. Ability to manage multiple projects efficiently, accurately and simultaneously.
4. Superior customer service skills.
5. Demonstrated organizational abilities.
6. Ability to show flexibility in response to change and adapt to and accommodate new methods and procedures.
7. Effective conflict resolution, particularly relative to working with clients in crisis.
8. Disciplined and able to maintain confidentiality.

**Minimum Qualifications:**

AA degree preferred, high school diploma required. Proficiency with technology including Word, Excel, Microsoft Office and Quick Books. Fluency in speaking and writing in English. Fluency in Spanish is desired. Minimum one year professional experience working as an executive or administrative assistant.

**Physical Requirements:**

1. Must be able to remain in a stationary/seated position at least 50% of the time.
2. Ability to move office supplies/materials weighing up to 20 pounds within office environment.
3. Ability to lift, move and/or transport household items, small pieces of furniture and/or repair materials.

Revised September, 2013