



## HARLEM RBI JOB DESCRIPTION

**JOB TITLE:** Executive Assistant  
**REPORTS TO:** CFO/CAO  
**DEPARTMENT:** Administration & Management  
**HOURS:** Full Time

**JOB SUMMARY:** The executive assistant's primary responsibility is to ensure administrative support to the senior management team, which consists of the Executive Director, Associate Executive Director, Chief Financial Officer/Chief Administrative Officer and the Directors of Development.

### **Roles & Responsibilities:**

- Manage communication, compose correspondence, create/revise/copy spreadsheets, forms, documents and other communiqués as needed
- Manage and maintain expenses for weekly, monthly and year end reimbursements
- Manage and maintain calendars (Outlook)
- Arrange all travel and lodging needs for meetings/conferences in and out of state
- Coordinate with office manager in preparing and setting up for staff and board meetings
- Manage publications, subscriptions, membership dues
- Review and edit documents for mass mailing, which includes printing and assembly, posting
- Conduct internet research as needed
- Other duties as necessary

### **Qualifications/Requirements:**

- Proficiency with computers and various programs including Microsoft Word, Excel and Power Point, Outlook and all the functions therein
- Excellent organizational skills and attention to detail
- Excellent communication, written and spoken
- Ability to work independently and thrive in a team environment
- Must be flexible and take initiative
- Must believe in and adhere to the mission of Harlem RBI

**Salary:** Commensurate with experience.