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## Executive Assistant

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The Hunger Network of Greater Cleveland, a non-profit organizations that strives to reduce hunger and improve health across Cuyahoga County, seeks a full-time **Executive Assistant** to work directly with the Chief Executive Officer and will be responsible for performing a number of administrative duties. We are a grassroots nonprofit that seeks to bridge the gap between hunger and health, serving nearly four million meals side-by-side with health services each year. The ideal candidate is highly self-motivated, professional, and capable of managing work and prioritizing tasks in an energetic office environment. This position reports to the CEO.

### **KEY ROLES** (Essential Job Responsibilities):

#### Executive Support

1. Provides administrative support for the CEO, including but not limited to: communication with Board members and other official correspondence; maintenance of executive records and files; scheduling, preparing for, and documenting presentations and meetings.
2. Plans, organizes, and provides information for off-site meetings including any budget planning.
3. Assists with development functions, such as donor recognition mailings, as needed.
4. Helps plan staff meetings, trainings, retreats, and other activities.
5. Performs other duties as assigned by CEO.

#### Board of Trustees

1. Coordinates the collection and generation of materials for Board, Executive, and Trustee Committee meetings.
2. Schedules and secures space for Board and Committee meetings.
3. Tracks Board participation annually.
4. Plans annual Board Night Out and manages budget.

#### Office

1. Coordinates and follows office policies; maintains equipment, telecommunication, and other office management contracts and services; orders supplies and manages budget; evaluates new office products.
2. Opens and reroutes/distributes daily mail.
3. Interfaces with external visitors.
4. Assists with execution of special events as required.

### SKILLS/KNOWLEDGE AND QUALIFICATIONS

- Associates degree in business administration or related field.
- 4+ years of experience as an Executive Assistant reporting to senior management.
- Proven ability to maintain a high degree of confidentiality, demonstrated poise, tact, and diplomacy.
- Strong organization, time management, project management, and problem-solving skills.
- Effective communication, writing, and interpersonal skills.
- Advanced skills in Microsoft Office Suite required.
- SharePoint, QuickBooks, and/or DonorPerfect a plus.

## COMPETENCIES

- Attention to detail and accuracy.
- Ability to work in a team-oriented and energetic environment.
- Demonstrated ability to deal with fluctuating priorities, be a self-starter, and work with minimum supervision.

## OTHER

- Some evenings and weekends
- Reliable transportation, valid driver's license, and automobile insurance
- Background check

*Salary starting in the low \$40s based upon experience. Send cover letter and resume to [careers@hungernetwork.org](mailto:careers@hungernetwork.org).*