

# Dignity and Power Now

<https://dignityandpowernow.org/job/executive-assistant/>

## Executive Assistant

### Description

Reporting to the Executive Director (ED), the executive assistant is responsible for assisting the ED on multiple organizational levels, including scheduling, coordinating and organizing. The executive assistant role requires an individual who understands and is passionate about the mission and vision of the organization and exemplifies DPN's core values. The executive assistant will have the primary responsibility to act as the ED's gatekeeper and escalate relevant information to the ED as needed. The successful candidate will help to maintain communication across teams and perform all duties and tasks as assigned/requested.

### Responsibilities

- Tasks as assigned by the Executive Director
- Prepare reports, memos, invoices, letters, financial statements and other documents.
- Handle basic bookkeeping tasks.
- Retrieve and file corporate records, documents, and reports.
- Research and conduct data to prepare documents for review and presentation to boards of directors, committees, and/or donors.
- Route all appropriate correspondence to the right person
- Respond to emails, and other correspondence.
- Help prepare the ED for meetings.
- Accurately record minutes from meetings.
- Act as liaison between staff and ED
- Use various software, including word processing, spreadsheets, databases, and presentation software.
- Read and analyze incoming memos, submissions, and distribute them as needed.
- Make travel arrangements for ED.
- Assist the ED with program coordination and various logistics as needed
- Perform office duties that include ordering supplies and managing a records database.
- Provide general administrative support.
- Assist ED with personal duties and responsibilities, such as, running errands, scheduling appointments, research, phone support, emails and correspondence, travel itinerary help, bill, and household management
- Manage ED personal social media accounts; support with the creation of branded templates, developing content, and posting graphics when needed
- Perform all other duties as required and/or requested

### Qualifications

- 5-plus years in administrative assisting with demonstrated success in an executive assistant function to an Executive position
- Professional level verbal and written communication skills
- Experience as a virtual assistant
- Proven experience as an executive assistant, personal assistant or other

### Hiring organization

Dignity and Power Now

### Employment Type

Full-time

### Job Location

Raleigh-Durham, NC

### Date posted

12/23/2020

### Submit Resume & Coverletter to:

[dpnrecruiter@dignityandpowernow.org](mailto:dpnrecruiter@dignityandpowernow.org)

relevant administrative support experience.

- Advanced computer skills including, but not limited to MS Office Suite, Google Suite, Zoom and other virtual meeting platforms, experience with different messaging systems such as slack, Teams, signal, etc., social recruiting, and more
- Experience as a virtual assistant
- Highly responsive to communications. Able to review and reply to all incoming communications quickly. Urgent in nature in response to some requests
- Ability to organize a daily workload by priorities.
- Must be able to meet deadlines in a fast-paced quickly changing environment.
- A proactive approach to problem-solving with strong decision-making skills.
- Strong organizational skills and ability to multi-task
- Strength of character, ethics, and commitment, and reliability
- Trust worthy with confidential and personal information
- Bachelor's degree in a business administration or relevant field is a plus
- Certification such as IAAP Certified Administrative Professional (CAP) or completed coursework on administrative software is a plus