



JOB POSTING

Position Title: Executive Assistant
Position Type: Full-time salaried, exempt position with benefits
Reports to: Chief Executive Officer

Background

Helping Up Mission, Inc. is a faith-based, non-denominational, Christian organization offering permanent solutions to those experiencing homelessness, poverty, and addiction. Helping Up Mission, Inc. (HUM) provides hope through programs designed to meet their individual physical, psychological, social, and spiritual needs. Compassionate and substantial residential care is given to almost 500 men and 50 women in need, without consideration of race, economic or religious status at its campus in East Baltimore. HUM provides competitive pay and benefits.

Job Summary

The Executive Assistant is responsible for providing support to the Chief Executive Officer and Business Office personnel in a variety of ways as listed below while adhering to the Core Values of the Mission.

Primary Duties

Chief Executive Officer

- Schedule meetings, lunches, and tours
- Attend meetings with the CEO and Directors to take minutes
- Correspondence – receive phone calls, scan e-mails for important issues, remove junk mail, sort mail, write drafts
- Maintain Chief Executive Officer's files
- Coordinate travel arrangements
- Register for conferences and events
- Maintain list of follow-up items
- Submit credit card reports and receipt documentation
- Research information as directed
- Other writing projects as directed
- Other duties as assigned

General

- Help support high level events
- Maintain Corporate files (electronic & paper)
- Provide administrative support to the Finance Department
- Sort and distribute all mail daily
- Count Program Fees – Twice a week receive and count overnight/program fees, then prepare deposit slip and journal entry

- Assist in processing Food Stamp and TDAP cards (4 batches)
- Manage vacation calendar
- Maintain staff directory
- Communicate with staff – announcements, meeting reminders

Board

- Coordinate monthly board meeting (security, food, etc.)
- Create board meeting packets
- Take minutes at board meetings and distribute to board members
- Communicate with board members – upcoming meetings, events, announcements, etc.
- Maintain board directory
- Christmas party – communicate with board members, send invitations, coordinate details, etc.

Job Qualifications

- Exhibit the Core Values of Helping Up Mission, Inc
- Undergraduate degree
- 5+ years of experience in similar administrative support role
- Strong administrative background and skills
- Excellent writing abilities and communication skills
- Ability to maintain strict confidentiality
- A sense of calling to do this kind of ministry
- Ability to work effectively with high-level board members, donors, executives, government officials, community leaders, and foundations in a professional manner
- Ability to work effectively with individuals from diverse ethnic, cultural, and sociological backgrounds in a fair, supportive and cooperative manner
- Strong analytic, problem-solving, and decision-making capabilities
- Proficiency in Microsoft Office software suite

Position offers competitive salary with an excellent benefits package. Interested candidates should email their resume and cover letter to businessoffice@helpingup.org Attn: Maria Flores.