



Job Title: Executive Assistant/Office Manager
Supervisor: Executive Director
Date: August 7, 2024

Department: Administration
FLSA Status: Non-Exempt
Salary Range: \$20 - \$25.00/hr

Organization Overview

Restorative Partners, Inc. (RP) is a nonprofit organization that transforms lives impacted by crime through healing services and relationships. We believe in accompanying and supporting anyone affected by crime on their healing journey and being an instrument of restoration and accountability. We believe that violence is never a solution to any problem and that every person is endowed with a sacred dignity, and is capable of changing, healing, and being restored. We believe that everyone deserves to be treated with respect and dignity. We believe that we can overcome violence with education, love, and compassion. www.restorativepartners.org.

Job Overview

The EAOM is a key agency member responsible for creating a positive first impression and performing complex administrative tasks with confidentiality and discretion. Key duties include participating in meetings, formatting job descriptions, managing donations, and coordinating staff training and onboarding. The role also handles compliance and documentation, such as maintaining operations records, managing directories, and handling paperwork for licenses and insurance. Office management tasks include overseeing supply inventory, vendor coordination, and equipment maintenance. The EAOM supports the Executive Director with project development, meeting logistics, community engagement, facilitates safety training, and manages the Safety Committee. Additionally, the role involves outreach support for faith-based appeals and comprehensive support to the Board of Directors, including meeting coordination and document management. This position requires excellent organizational skills, attention to detail, and collaborative abilities..

Essential Duties & Responsibilities

Administrative Support

- Create a positive first impression on behalf of the agency to clients, vendors, volunteers, and employees
- Perform complex administrative work that often requires a high level of confidentiality, discretion, judgment, and follow-through
- Participate in meetings with the Administration Team as needed
- Assist with the formatting of job descriptions, posting of jobs, and collection of job submissions
- Collect donations from appeals to give to the Finance Director for deposit and preparing deposit to take to the bank
- Coordinate the staff training opportunities spreadsheet
- Assist with new staff onboarding and offboarding

Compliance and Documentation

- Assist ED with maintaining operations documentation
- Manage staff listings and directories, and org charts
- Paperwork and posting for the Annual Renewal of Business Licenses
- Paperwork for the Annual Property Tax Renewal Exemption for RP properties
- Point of contact for Liability Insurance Carrier

- Point of contact Fidelity Bond paperwork for renewal
- Workers' Compensation point of contact
- Oversees the gathering of monthly staff credit card receipts

Office Management and Operations

- Day to day office operations maintenance, providing office support to staff as needed
- Mail pickup, sort and distribution
- Oversee supply inventory, ordering, purchasing, tracking and distribution
- Track organizational equipment and devices, coordinate maintenance
- Create and manage furniture and equipment inventory for the main office
- Coordinate office setup and main office changes
- Coordinate agency digital document organization
- Implement agency compliance with operations policy & procedures
- Serve as the staff contact/liaison to Landlord
- Provide IT and Graphic Communication Support
 - Create Google Slides presentations, excel reports, and written reports as needed
 - Design simple workflow docs, invitations, and other materials
 - Provide computer support in Google Drive, BoardEffect, and other software as needed

Safety and Emergency Preparedness

- Facilitate safety and emergency preparedness staff training
- Implement and manage the Safety Committee
- Manage and update IIPP as needed

Executive Support

- Support ED with new projects and program development
- Accompany ED to meetings and site visits
- Coordinate logistics and provide materials/docs and take notes at various community meetings:

Outreach Support and Coordination

- Assist with agenda announcements, presentation, appeals and video content preparations
- Draft thank you acknowledgements
- Attend outreach appeals with ED
- Coordinate volunteers as needed for appeals
- Follow up with volunteer recruitment as needed

Board of Directors and Board Committee Support

- Coordinate Board of Directors meetings, Board Committee/AdHoc meetings and documentation
- Prepare monthly Board and Committee meeting agendas as directed by ED
- Manage and maintain the official Board of Directors Secretary's Binder
- Collaborate with the Board Secretary to prepare the Board of Directors Meeting Minutes
- Work with the ED maintaining and filing the Board Recruitment and Vetting Documents
- Manage and maintain the Board and Committee Handbook and other documents
- Assist ED with orientation and training materials for the Board and Committees
- Create BoardEffect meeting books, set up Zoom meetings and support members with software and computer troubleshooting
- Other duties as assigned

Knowledge, Skills, Talents, & Abilities

- Interest and desire in serving in the nonprofit sector preferred
- Organizational Skills: The ability to manage multiple tasks and maintain orderly systems is crucial for efficiency and meeting deadlines.
- Multitasking: Executive assistants must handle various responsibilities simultaneously and adapt quickly to changing priorities.
- Time Management: Effective prioritization and the ability to manage time efficiently are vital for completing tasks promptly. Reliable and prompt.
- Communication Skills: Strong verbal and written communication skills are necessary for clear interactions with clients, vendors, and team members.
- Technical Proficiency: Familiarity with office software, particularly Microsoft Office, and other digital tools i.e. dropbox, adobe acrobat, Canva is important for daily operations.
- Discretion and Confidentiality: Handling sensitive information with care and maintaining confidentiality is essential in this role.
- Problem-Solving Skills: The ability to think critically and address challenges as they arise is important for supporting executives effectively.
- People Skills: Building positive relationships with colleagues and clients enhances collaboration and support within the office environment.
- Attention to Detail: Precision in managing documents, schedules, and communications is crucial to avoid errors and ensure smooth operations.
- Team player, flexible schedule and availability to work some nights and weekends

Education and/or Experience

- AA/BA degree (**preferred**) or equivalent work experience
- 2 years experience in clerical work and/or administrative support work
- Certificates in business, communications and office management (**preferred**)
- Bilingual and biliterate (Spanish/English) (**preferred**)

Requirements

- Valid Driver's License and Insurance
- Must pass background check
- Must agree to Mandatory Vaccination Policy
- Attend required trainings including Agency Community Workshop

Physical Demands

While performing the duties of this job, the employee is regularly required to talk or hear. The employee frequently is required to stand; walk; use hands to finger, handle or feel; and reach with hands and arms. This position requires the ability to occasionally lift up to 20 pounds. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Work Environment

This job operates in a professional office environment. This role routinely uses standard office equipment such as computers, phones, photocopiers, and filing cabinets. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.