



www.makewayforbooks.org
700 N. Stone Ave.
Tucson, AZ 85705
Phone: (520) 398-6451
Email: hrteam@makewayforbooks.org

Make Way for Books (MWFB) is a nonprofit 501(c)(3) organization dedicated to making a positive impact in our community by providing essential early literacy services in under-resourced communities of southern Arizona. Our mission is to give all children the chance to read and succeed.

POSITION DESCRIPTION: Executive Assistant

REPORTS TO: Chief Executive Officer (CEO)

SUPERVISES: N/A

FLSA STATUS: Non-Exempt

CATEGORY: Staff – Regular

FULL TIME/PART TIME: Full Time (1.0 FTE)

SALARY RANGE: \$22.13 - \$27.66 DOE (\$46,030-\$57,533 annually)

POSITION SUMMARY

The Executive Assistant performs a wide variety of moderate to complex administrative, support, and operational tasks in support of the CEO and the Board of Directors.

Key Responsibilities

- Provides daily administrative support to the CEO and routine support to executive staff.
- Assists with leadership correspondence such as drafting letters, memos, invoices, reports, and other documents.
- Reviews incoming communications, determines importance, and summarizes and distributes communications to applicable staff.
- Maintains the CEO's calendar, meeting schedule, travel plans, and contact information.
- Schedules and coordinates meetings on behalf of the CEO, takes notes, and records meeting minutes.
- Prepares for meetings by sending out agendas, coordinating with attendees, creating materials, and ensuring the CEO has all applicable information.
- Coordinates and organizes events and tasks related to the Board of Directors' initiatives and creates and maintains appropriate records for the CEO and Board.
- Liaises with Board members and coordinates and assists the Board with special projects as needed.
- Maintains policy and procedure manuals and organization documents and files.
- Serves as a central point of contact between external stakeholders and executive staff.
- Books conferences, trainings, travel, and events for executive staff as needed.
- Maintains appropriate levels of office supplies and ensures accuracy of timing and ordering of supplies.
- Assists with various operational support including vendor communication, maintenance schedules, invoicing, and reporting.
- Supports meetings and events by coordinating venues, catering, speakers, and agendas.
- Supports executive staff by ensuring compliance with applicable regulations and assisting with reports and special projects.

Minimum Qualifications

- Associate degree in a related field.

- 3 years' experience in a similar executive support role.
- Expert knowledge of office administration, administrative procedures, and recordkeeping systems.
- Strong attention to detail and the ability to manage multiple projects concurrently.
- Computer proficient with Microsoft Office Suite and other general business technology.
- Excellent time management skills and the ability to meet deadlines.
- Exceptional written and verbal communication skills and the ability to effectively communicate with internal and external stakeholders.
- Ability to work independently under general direction.
- Exceptional interpersonal skills and the ability to build relationships with flexibility and finesse.
- Ability to problem-solve and make decisions within scope of responsibility.

Preferred Qualifications

- Bachelor's degree in a related field.
- Administrative experience in a nonprofit or social impact organization.

Physical Demands/Working Conditions

- Will be required to work extended periods of time in front of a computer screen.

THE INTENT OF THIS POSITION DESCRIPTION IS TO PROVIDE A REPRESENTATIVE SUMMARY OF THE ESSENTIAL DUTIES PERFORMED BY INCUMBENTS OF THE POSITION. INCUMBENTS MAY BE REQUIRED TO PERFORM OTHER JOB-RELATED TASKS OTHER THAN THOSE SPECIFICALLY PRESENTED IN THIS DESCRIPTION.

PRE-EMPLOYMENT SCREENINGS

Make Way for Books conducts pre-employment screenings for all positions, which may include a criminal background check, verification of academic credentials, licenses, certifications, and work history. In addition, a check of names and identification documents is conducted on all new employees to ensure they are legally authorized to work in the United States. Make Way for Books is an EEO/AA – M/W/D/V Employer.

Make Way for Books does not and shall not discriminate on the basis of race, color, ethnicity, religion (creed), gender, gender expression, gender identity, age, national origin (ancestry), citizenship, economic circumstances, disability, marital status, familial status, sexual orientation, veteran status, or military status, in any of its activities or operations. These activities include, but are not limited to, hiring and firing of staff, selection of volunteers and vendors, and provision of programs and services. We are committed to providing an inclusive and welcoming environment for all members of our staff, clients, volunteers, subcontractors, and vendors. All MWFB staff members are expected to join with and uphold this commitment.

To apply: Please apply at www.makewayforbooks.org/careers. The interview process will include multiple interviews. The position will remain open until a qualified candidate is hired. Please, no phone calls.