



**Position Title: Executive Assistant (EA)**

**Supervisory Responsibilities: No**

**Budget Responsibilities: None**

**Reports To: Executive Director**

**FLSA Classification: Exempt**

### **Job Summary**

The **Executive Assistant (EA)** plays a pivotal role in supporting the **Executive Director (ED)** and ensuring the seamless operation of Identity, Inc. This position requires exceptional organizational, communication, and strategic skills to facilitate high-level administrative functions, manage executive priorities, and coordinate critical initiatives across departments.

Serving as the primary liaison to the Board of Directors, Leadership Team, and key stakeholders, the EA Manages executive scheduling, correspondence, project coordination, and governance support. The role demands a high level of discretion, professionalism, and alignment with Identity's mission and values.

### **Key Responsibilities**

#### **1. Executive Support:**

- Manage the Executive Director's complex calendar, including scheduling meetings, coordinating travel, and preparing relevant materials.
- Act as a gatekeeper by prioritizing incoming requests, ensuring efficient time management.
- Draft and edit correspondence, reports, presentations, and policy documents for internal and external stakeholders, organizing, prioritizing, flagging, and categorizing emails effectively.
- Maintain executive records and institutional knowledge, ensuring easy access to critical information.
- Represent the Executive Director's office in communications, maintaining a professional and mission-aligned tone.

#### **2. Board of Directors and Committees Support:**

- Plan, schedule, and coordinate Board and Committee meetings, ensuring compliance with governance best practices.
- Prepare and distribute meeting agendas, minutes, and Board materials, tracking follow-up actions.
- Coordinate Board member onboarding, orientation, and engagement initiatives.



- Maintain accurate governance records, bylaws, and organizational policies.

### 3. Cross Departmental Planning, Development & Communication

- Collaborate with the Planning, Development, and Communication team to align executive priorities with strategic initiatives.
- Support fundraising, donor engagement.
- Assist in public relations and advocacy efforts, ensuring the Executive Director is equipped for media engagements.
- Manage executive contributions to fundraising campaigns, ensures the Executive Director's social media presence is current and accurate. .

### 4. Meeting and Event Management:

- Organize high-level meetings, retreats, and organizational events, ensuring all logistical elements are in place.
- Coordinate virtual and in-person engagements using Zoom, Microsoft Teams, and other collaboration tools.

### 5. Special Projects & Organizational Efficiency:

- Lead or assist in special projects that drive organizational impact, growth, and operational excellence.
- Conduct research and data compilation to support executive decision-making.
- Improve workflows, administrative processes, and executive support systems.

## Qualifications

- **Education:** Bachelor's degree in business administration, nonprofit management, or related field preferred.
- **Experience:** Minimum of five years in an executive support role, preferably in the nonprofit sector.
- **Skills:**
  - Strong organizational, problem-solving, and project management skills.
  - High proficiency in Microsoft Office 365 (Outlook, SharePoint, Word, Excel, PowerPoint), CRM systems, and virtual collaboration tools.
  - Exceptional written and verbal communication skills in both Spanish and English.
  - Ability to handle confidential information with discretion.

## Desired Attributes

- **Mission-Driven: Deep commitment to Identity's vision, mission, and values.**
- **Collaborative Mindset:** Strong team player with the ability to work across departments.



- Proactive & Detail-Oriented: Anticipates needs and executes tasks with precision.
- Adaptability: Comfortable in a fast-paced, evolving environment and able to multi-task.

### Working Condition

- **Location:** Hybrid with at least three days/week in person and occasional travel to meetings and events.
- **Hours:** Full-time, with occasional evening or weekend work as required for Board meetings, special events, and key initiatives.
- Semi-private office or open work area; easily interrupted with external noise; and controlled air temperature.
- Continuous sitting for prolonged periods, more than two consecutive hours in an 8-hour day interspersed with mobility.
- Keyboard use of greater or equal to 80% of the workday.
- The ability to lift and move up to 10 lbs.