

**SHOES THAT FIT**  
**Position Description**

**EXECUTIVE ASSISTANT**  
**(part-time)**

**Job Title:** Executive Assistant  
**Reports to:** CEO/Executive Director  
**Status:** Part-Time, Non-Exempt (20-25 hours per week) to full-time.  
*(Potential for future full-time.)*

Shoes That Fit is looking for an energetic, detail-oriented Executive Assistant for the CEO to help the organization manage growth!

**Key responsibilities:** The Executive Assistant will provide a wide variety of skilled administrative, financial tracking and Board management support for the CEO. Responsibilities include interaction with Board members and donors, as well as exposure to sensitive information and requires considerable use of discretion, tact, and judgement.

**Areas of responsibility:**

**1. Administrative support for the CEO**

- Manage administrative needs, including managing files, answering phones, copying packets and materials and general organization.
- Coordinate travel and meeting arrangements.
- Manage files on organization's database and in BoardEffect.
- Format correspondence, documents, spreadsheets, pdfs and reports (including charts and tables).
- Prepare presentation materials using Microsoft Word, Excel, and PowerPoint.
- Support additional administrative needs of office.

**2. Board Support**

- Prepare and distribute materials for Board meetings.
- Manage BoardEffect portal, posting materials and keeping documents updated.
- Prepare agendas, take minutes, as needed, and proofread minutes before distributing.
- Schedule committee and Board meetings, as needed.
- Monitor, track, and follow-up on assigned action items.

**3. Financial Monitoring and Processes**

- Prepare Year-to-Date Budget reports, as needed.
- Track complex budget-line-items, including shoe expenditures linked to donations.
- Prepare CEO expense reports, invoices/
- Reconcile CEO and corporate credit card accounts.
- Process weekly check and cash deposits.
- Track vacation accruals and process payroll.

**4. Other duties**

- Provide support for special projects or assignments.

- Assist Office Administrator with gift processing during year-end and other busy times.
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- Troubleshoot and help solve basic office IT issues.
- Interface with all levels of personnel, including senior management, external company executives, and their assistants.
- Maintain strict confidentiality of sensitive and private information in a responsible manner.
- Other duties as assigned.

**Requirements:**

- Excellent attention to detail, organizational skills and flexibility in managing multiple tasks.
- Optimistic and proactive approach to work, willing to help out in a variety of capacities across the organization.
- Ability to represent organization in a professional and friendly manner.
- Flexible schedule that can accommodate attending 5-7p. meetings (remote or in office).
- Proficiency in Microsoft Suite (Word, PowerPoint, Excel) and facility with office technology and basic technical issues.
- Experience formatting correspondence professionally.
- Ability to create and format PowerPoint presentations and Excel dashboards, preferred.
- Experience with Salesforce or similar CRM, preferred.
- Bachelor's degree from four-year college or university and minimum of 3 years' office experience—or equivalent combination of education and experience.
- Must be able to remain in a stationary position for 50% of the time.
- Sense of humor and concern for children, required!

**Compensation:** \$21-\$25/hr., commensurate with experience. We offer a comprehensive and competitive benefits package and retirement plan.

**To Apply:** Email a cover letter indicating your interest in and qualifications for the position, along with your resume, to [admin@shoesthatfit.org](mailto:admin@shoesthatfit.org). No phone calls, please.