**Executive Assistant**

Another Way, Inc. in Lake City, FL is hiring for an Executive Assistant. This is a highly responsible and professional position, and the ideal candidate will be required to use independent judgement, take initiative in carrying out duties and responsibilities and should be extraordinarily detail oriented.

***Primary Responsibilities***

* Secretarial/Administrative support for Executive Director
* Attends meetings, prepare meeting materials, take minutes.
* Draft correspondence and reports.
* Assist with special projects and grant applications.
* Maintain and update organizational manuals (policies and procedures, employee handbook, etc.)
* Conduct new employee orientation.
* Maintain orientation and training material.
* Supervision of Intake Clerk/Volunteer Coordinator
* Human resources processing (job descriptions, job postings, resume review, new hire paperwork, background screening, confidential file maintenance) for employees and volunteers
* Prepare employee personnel paperwork - status change, termination, etc.
* Maintain employee training files.
* Lead benefits enrollment and termination process.
* Issue, maintain log and collect company equipment and property.
* Coordinate IT services and projects.
* Update and maintain the organization’s website and social media presence.
* Maintain phone system.
* Primary contact for vendors and contractors.

***Knowledge, skills, and abilities required for the position:***

* AA degree preferred, or High School diploma and 5 years of relevant experience.
* Highly competent in the use of Microsoft Outlook, Word, Excel and PowerPoint
* Ability to maintain accurate and complete personnel and organizational files.
* Knowledge of administrative principles and practices, and office procedures and practices.
* Outstanding organizational skills with immense attention to detail and deadlines are critical in this position.
* Ability to maintain a high level of confidentiality.
* Ability to utilize problem-solving skills.
* Ability to plan, organize and coordinate work assignments.
* Ability to collect, evaluate and analyze data relating to administrative functions such as accounting, personnel, purchasing, or report writing.
* Ability to establish and maintain effective working relationships with others.
* Ability to understand and apply applicable rules, regulations, policies, and procedures.
* Ability to respond to internal and external inquiries. Knowledge of the principles and techniques of effective communication.
* Ability to define problems, collect data, establish facts, and draw valid conclusions.
* Aptitude to anticipate needs and plan accordingly is a must.
* Previous experience in a nonprofit setting is a plus, but not required.
* Supervisory experience is a plus.

You must have a valid driver's license, insurance and be able to pass a Level II background check. Salary is $21.00 - $23.00 per hour and is dependent on experience. This is a full-time position with excellent benefits after 90 days: Liberal PTO policy - 24 days the first year, 11 holidays, Health Insurance, Dental and Vision, Company Paid Life Insurance, Long Term & Short-Term Disability.

**To apply for this position, please send a current resume and a cover letter stating why you are interested in and are qualified for the Executive Assistant position to info@anotherwayinc.org. Please include Executive Assistant Position in the subject line. Resumes submitted without a cover letter will not be reviewed.**