

Redefining Refuge, Inc.
Executive Assistant
Monday-Friday (9am-5pm)

Position Summary:

The Redefining Refuge, Inc. Assistant Director is responsible for overall Office Management and Administrative Duties, Personnel Training and File Maintenance, as well as Employee Handbook Compliance. The Assistant Director works closely with the Executive Director and as needed with Program Management. This position reports directly to the Executive Director, and requires a minimum of Bachelor's degree with a minimum of 2 years field experience (preferably in an administrative and/or creative capacity).

Tasks and Responsibilities (including, but not limited to):

- Managing the executive's day-to-day calendar, including making appointments and prioritizing the most sensitive matters
 - Responsible for adhering to a safe, dignified, orderly atmosphere by enforcing program policies and procedures while supporting the Executive Director(s).
 - Responsible for general Human Resource Duties and Personnel Files
 - Responsible for overall office duties
 - Responsible for Accounts Receivable and Accounts Payable
 - Maintaining comprehensive and accurate corporate records, documents and reports
 - Performing minor accounting and bookkeeping duties
 - Organizing meetings, including scheduling, sending reminders and organizing catering when necessary
 - Coordinating travel arrangements (both domestic and international) and create trip itineraries
 - Using various software, including word processing, spreadsheets, and presentation software to prepare reports and/or special projects
 - Point of contact for donations and volunteers.
 - Responsible for maintaining agency website to include timely responses for all inquiries
 - Responsible for updating personnel and agency forms
 - Responsible for managing employee training logs and personnel files
 - Responsible for Maintaining Internal Google Drive on a monthly basis (or as directed by management)
 - Responsible for content development and distribution of monthly Newsletter
 - Responsible for approval of employee mileage, timesheets, employee overtime, and budgeting outings
 - Establish and maintain professional relationships with community partners
 - Collaborate with Executive Director to participate in community outreach- presentations, events etc
 - Serves as agency representative for community events and sponsorships
 - Serves as point of contact for marketing and advertising

- Ensure compliance with state guideline requirements, contractual obligations, and internal and external training requirements