



## **CAREER OPPORTUNITY**

**Job Title:** Executive Assistant

**Classification:** Exempt Full-Time, some remote possible

**Reports to:** Chief Executive Officer

**Starting Salary:** \$42,000, plus benefits

### **About Second Helpings**

At Second Helpings, we transform lives through the power of food. By accepting donated perishable and overstocked food, we prepare nutritious meals for thousands of hungry children and adults every day and distribute them free of charge through social service organizations in Greater Indianapolis.

Founded in 1998 by three chefs, Second Helpings remains true to its core mission while the ability to serve our community has continued to grow. In FY2021, we saved 3.6 million pounds of food from the landfill. We distributed 1,818,127 meals and redirected another 2,347,808 pounds of food products to 100 area partners.

The Second Helpings building is a vibrant and active one, fostering a collaborative work environment. The organization relies on a steady and dedicated volunteer corps that is in the building during most open hours, and it sees present and former culinary job training students coming and going regularly. Food and food culture are ever-present, and lunch is available on most days.

### **About the Executive Assistant**

The Executive Assistant has a one-on-one working relationship with the CEO and often serves as the first or primary point of contact for external constituents. This person provides administrative support to the board of directors. This position relieves a large volume of administrative duties from the CEO, including scheduling, communications, data management, special projects, and related duties. This person works with the Board of Directors, scheduling and coordinating meetings and communications. The Executive Assistant also supports other executive leaders and provides office management duties as needed.

By performing these duties proactively, professionally, and with a strong attention to detail, this position allows the CEO and other leaders to be more productive toward the realization of our mission.

### **Responsibilities**

- Manages CEO's calendar, planning and executing virtual and in-person meetings.
- Produces, manages, and coordinates communication on behalf the CEO.
- Schedules, plans, and executes board and committee meetings, virtual and in person. Uses Boardable to organize documents and assist in coordination of meetings.
- Produces training materials and coordinates board orientations.
- Tracks all board-related data and manages all relevant reporting.
- Takes lead role in prioritizing competing demands, juggling multiple voices, and meeting deadlines.
- Serves as a hub for office-wide planning and communication.
- Enters and manages information in spreadsheets and databases.
- Conducts research and prepares reports and other documents.
- Prepares materials, coordinates technology, and arranges refreshments and supplies for meetings as needed.
- Greets visitors and serves as a backup to volunteer receptionists.
- Supports development team by processing snail mail donations daily.
- Supports program team with periodic database work.

### **Essential Requirements**

- Five years' experience in an administrative role
- Expert professional communication skills with an ability to disseminate information clearly and concisely.
- Extraordinary customer service skills.
- Desire and aptitude for learning new concepts quickly.
- Proven experience with maintaining confidentiality and exercising judgment and initiative.
- Strong organizational skills that reflect ability to perform and prioritize multiple tasks seamlessly with excellent attention to detail.
- Excellent PC skills including proficiency using Microsoft products (Word, Outlook, Excel, PowerPoint, Teams, etc.).

### **Desired Qualifications**

- Very strong interpersonal skills and the ability to build relationships with stakeholders, including staff, board members, external partners, and donors.
- Demonstrated proactive approaches to problem-solving with strong decision-making capability.

- Highly resourceful team-player, with the ability to also be extremely effective independently.
- Forward looking thinker, who actively seeks opportunities to improve organizational business and communication processes. Proposes realistic solutions to identified problems.
- Working knowledge of specialized platforms such as Salesforce and Boardable and miscellaneous video meeting providers.

### **How to Apply**

Send resume and cover letter to [apply@secondhelpings.org](mailto:apply@secondhelpings.org)

### **Deadline for Applications: March 31, 2022**

Second Helpings embraces diversity and equal opportunity. We are committed to building a team that represents a variety of backgrounds, perspectives, and skills. The more inclusive we are, the better our work will be.

Second Helpings maintains a policy that Equal Employment Opportunities be available to all persons without regard to race, gender, age, color, religion, national origin, ancestry, disability, citizenship status, sexual orientation, gender identity, military status, genetic information, and any other legally protected status. This means the organization does not discriminate in any aspect of employment based on any of these characteristics.

This policy applies to all applicants and employees through all phases of employment, including but not limited to hiring, promotion, treatment during employment, demotion, compensation, and termination of employment.