

**Position Title :** Executive Office Administrator

**Organization :** Heart Love and Soul

**Salary:**\$20-\$25/ hr

**AFP-WNY Post Date:** 7/1/25

**DEADLINE TO APPLY: 8/11/25**

## **Executive Office Administrator**

This position's primary responsibility is managing the daily administrative tasks for the Executive Director, supporting the Senior Leadership Team (SLT) and ensuring that administrative processes run smoothly.

- Provide direct administrative support to the Executive Director, ensuring daily tasks and special projects are planned, scheduled, and executed efficiently.
- Function as the administrative point of contact between the Executive Director and internal/external stakeholders.
- Keep the Executive Director informed of upcoming commitments and requirements.
- Develop a general awareness of organizational requirements and challenges, using initiative to anticipate and resolve issues and/or provide solutions to facilitate the Executive Director's ability to effectively lead.
- Assist the Executive Director with correspondence, letters, and other communications, scheduling meetings, proofreading documents, and compiling reports and making travel arrangements, as needed.
- Exercise discretion and confidentiality at all times.

## **Board of Directors**

- Function as the primary liaison for board members, providing relevant information and documentation, coordinating new board members onboarding and orientation.
- Maintain communication with Board of Directors and committees, drafting minutes, notices, and all other related correspondence, and keeping records to assure effective, timely and confidential communication and strong board processes.
- Prepare and disseminate board and committee meeting materials.
- Prepare agendas and make arrangements for committee, board, and other meetings.

## Executive Support

- Provide administrative support to SLT, including scheduling meetings, proofreading documents, and compiling reports and other documentation for meetings and presentations.
- Manage donor data entry and gift processing, generating acknowledgements, and assisting with mailing campaigns.
- Assist the Development Director with coordinating meetings, visits, lunches, etc. with donors and friends of Heart & Soul.
- Conduct research, compile data and reports and provide administrative support to various projects, as assigned.
- Prioritize conflicting needs, handle matters expeditiously, and proactively follow through on projects to successful completion under deadline pressures.
- Attend scheduled and assigned meetings to record, compile, and distribute minutes, including all Board of Director meetings, committee meetings, and staff meetings.
- Manage a portfolio of special projects supporting SLT to ensure that the team is effectively moving according to planned objectives and established milestones.

## Other Duties

- Prepare and make bank deposits.
  - Stamp, sort, and distribute incoming mail.
  - Manage Paychex Software, including employee information, deductions, and payroll.
  - Organize and maintain physical and electronic files, records, and databases, ensuring the proper retention, protection, and disposal of records.
  - Monitor office supply inventory, research advantageous deals and suppliers, and place orders when necessary.
  - Manage general administrative tasks such as answering phone calls, responding to emails, and managing correspondence.
  - Portray a positive and professional image.
  - Other duties as requested by supervisor.
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- Strong people skills, including written and verbal communication.
  - High level writing and proofreading skills.
  - Proficiency in the use of personal computers, office productivity software, virtual meeting platforms, and common business computer technologies.
  - Excellent time management skills, ability to prioritize work, manage multiple priorities simultaneously, and meet deadlines.

- Ability to work independently and exercise sound judgement.
- Full comprehension of office management systems and procedures.
- Previous experience working with a Board of Directors a plus.
- Must have excellent customer service skills and demonstrate impeccable professionalism, discretion, and confidentiality.

Bachelor's degree in related field preferred and 2 plus years of relevant experience handling similar duties.

Sitting, standing, stooping, bending, light lifting, carrying, some repetitive movements. All the ergonomic requirements must be performed without significant risk of injury to oneself or others or otherwise demonstrate or explain how one can perform essential functions listed above.

Management reserves the right to change duties or combine duties at any time.  
\$20-\$25/ hr 30 hours per week (8:30 am to 2:30 pm M-F)

Please send cover letter and resume to [p.dixon@heartloveandsoul.org](mailto:p.dixon@heartloveandsoul.org)