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**CLEVELAND RAPE CRISIS CENTER
Job Description**

Title: Executive Assistant

Reports To: President & CEO

Mission:

Cleveland Rape Crisis Center supports survivors of rape and sexual abuse, promotes healing and prevention and advocates for social change.

Position Summary:

The Executive Assistant provides administrative and project management support to the President & CEO, Board of Directors, Executive Team and agency-at-large to further CRCC's strategic goals and objectives. This position requires excellent communication and interpersonal skills and the ability to provide information and support to a wide range of internal and external stakeholders. This position further performs work of a specialized, confidential nature on matters that impact CRCC's clients, personnel, public image and financial security.

Principal Duties and Responsibilities:

Board Liaison:

- Act as a liaison to Board of Directors and Board Committees. Coordinate scheduling and logistics for Board and Committee meetings.
- Attend all Board and Committee meetings and record meeting minutes.
- Prepare handouts, fact sheets, information for Board/Committee distribution.
- Maintain Board contact information, term information, and meeting attendance.
- Manage and respond to requests from Board Members.

Executive Support:

- Provide wide range of complex office administration and support to the President & CEO and Executive Team.
- Serve as principal administrative contact and liaison with internal and external stakeholders.

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- Manage calendar and scheduling requests.
- Coordinate logistics for internal and external meetings, appointments and travel.
- Draft correspondence, as well as meeting and presentation materials.
- Attend Executive Team meetings, record minutes and track action items
- Maintain files and documents.
- Assist leadership with internal communications and coordinate employee engagement activities.

Agency Administrative Support:

- Greet CRCC clients and visitors and provide them with assistance and information.
- Answer incoming calls, provide information and transfer/refer callers to appropriate staff.
- Serve as a liaison to building management, maintenance and security.
- Coordinate, distribute and manage employee security/ID badges.
- Front desk coverage when needed

Donor Relations and Stewardship:

- Make agency deposits and prepare donor thank-you letters, consistent with agency policies and procedures.
- Support External Affairs team with fundraising events, as requested.
- Assist with mailing lists and data entry.

Other:

- Attend all staff and required department meetings
- Various other duties as assigned

Qualifications:

Education: Bachelor's degree preferred, or an equivalent of education plus experience in an office environment.

Experience: The ideal candidate will have at least 5 years demonstrated professional experience with a proven office administration and customer service skills. Experience providing complex administrative support with tact and diplomacy required. Experience in a nonprofit setting and/or supporting a Board of Directors preferred.

Required Skills: Excellent verbal and written communication skills; the ability to multi-task and organize for maximum efficiency; professional demeanor; ability to communicate with wide

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range of audiences, including clients, donors, public officials, Board members and executives; proven interpersonal skills.

Additional Requirements:

- Must complete forty (40) hour victim advocacy service training upon hire
- Computer competencies in Microsoft Office suite
- Comfort with and sensitivity to needs/expectations of clients and professionals with varied ethnic, socioeconomic, and philosophical perspectives
- Ability to function as team member of a unit and the agency as a whole
- Must adhere to professional ethics and agency policy on confidentiality
- Knowledge of sexual assault issues and the impact on victims and families preferred

Hours of Work: This is a full time nonexempt position (40-hours a week). Occasional morning, evening and weekend work hours will be required. This position has a flexible schedule for the purposes of meeting the responsibilities of the position.

To apply: Please submit cover letter and resume to: apply@clevelandrcc.org. No phone calls, please.

Cleveland Rape Crisis Center is dedicated to building a culturally diverse and pluralistic staff committed to teaching and working in a multicultural environment. Qualified applicants will receive consideration for employment and will not be discriminated against based on race, color, religion, sex, sexual orientation, gender identity/expression, national origin, disability status, protected veteran status, or any other characteristic protected by law.