

## Job Description: Executive Assistant

---

### **Job Title: Executive Assistant**

Under the general supervision of the Executive Director, the Executive Assistant will be responsible for assisting primarily Executive Director with administrative duties, as well as overseeing Human Resource needs, and assisting other staff with administrative support as needed.

### **Reports To: Executive Director.**

### **Status: Full Time, non-exempt/hourly wage.**

### **Qualifications:**

1. Expresses full agreement with BsideU's statement of Faith and Mission Statement.
2. Complies with the policies and procedures of BsideU.
3. Is dependable, stable, and capable of following through on commitments.
4. Is compassionate towards and has a sincere desire to reach out to abortion-vulnerable or abortion minded women or any woman seeking the services provided at BsideU.
5. Maintains a consistent life-affirming philosophy and would never refer or advise a woman to have an abortion.
6. Respects confidentiality.
7. Computer proficiency in Microsoft Office Suite and ability to learn center-related software and systems.
8. Knowledge of BsideU's policies and procedures.
9. Telephone Skills, Verbal Communication, Listening, Professionalism, Customer/Client Focus, Organization, Informing Others, Handles Pressure, Phone Skills, Supply Management

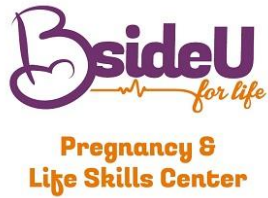
### **Responsibilities:**

- General clerical assistance, such as typing, emails, correspondence, copying, faxing, and filing.
- Maintain Executive Director's files, including determination of retention, destruction of paper files according to policy, and proper filing through SentryFile database.
- Assist in e-mail response & organization. Responsible to respond to emails on a daily basis. When appropriate provide direct response to cut back on Executive Director's response time via email and mark important emails for Director to view. In addition, the Executive Assistant will supervise and organize incoming emails for the ministry information account.

## Job Description: Executive Assistant

---

- Provide general administrative support and keep minutes in connection with monthly meetings (Program Committee, Executive Committee, Board of Directors, any other committees as requested by Ex. Director).
- Assist Director with insurance renewals
- Assist board members, as needed, with document formatting, content, and prep, for various meetings and committees
- Maintain Executive Director's calendar and assist with maintaining ministry calendar(s). This will include scheduling appointments, speaking engagements, meetings, events, and ensuring that all details are recorded to properly execute each meeting or event. May also involve coordinating meetings with other parties.
- Oversee all on-boarding procedures for new employees, including setting up direct deposit for payroll, insurance enrollment (when applicable), and building access.
- Maintain employee files; annual updates, reviews, payroll changes, and background checks.
- Administer payroll and manage employee timeclocks, including tracking sick and vacation leave, holidays, correct tax .
- Responsible to maintain and submit annual renewals such as Care-Net, Heartbeat Int. NIFLA, Etc...
- Manage employee insurance and IRA enrollments. Responsible for gathering enrollment forms, communicating enrollment changes/updates with the correct parties, and ensuring deduction amounts are correct for payroll purposes.
- Assist with bank deposits (cash and checks) and become familiar with donor database.
- Assist with credit card receipt gathering and if asked, credit card bill reconciliation of Executive Director's expenditures for bookkeeper and purchasing manager.
- Assist with event planning and facilitation as requested by Director of Development and Assistant Development Director.
- Assist with forms revisions and design.
- Perform clerical duties as assigned.
- Perform opening/closing duties as necessary when on-site and in coordination with Pregnancy Center Director's requests.
- Maintain a calm and diligent attitude and work ethic, with high degree of attention to detail and a desire to provide excellent service. Proficient computer skills expected, including Word and Excel. Strong written and spoken communication skills expected.
- Maintain strict confidentiality and trust of the Executive Director.



## Job Description: Executive Assistant

---

- Serve as gate-keeper and screener for appointments and phone calls.
- Treat all staff and volunteers as “internal customers” for the success of the team.
- When time permits, assist staff and office with general administrative and receptionist assistance through greeting clients, answering phones, checking supplies and reporting needs to purchasing manager.

**The intent of this job description is to provide a representative summary of the major duties and responsibilities of this job. You may be asked to perform job related tasks other than those specifically presented in this job description.**

\_\_\_\_\_  
**Signature**

\_\_\_\_/\_\_\_\_/\_\_\_\_  
**Date**