



## **JOB DESCRIPTION - Executive Assistant**

<b>LOCATION:</b>	Berkeley, CA
<b>REPORTS TO:</b>	Executive Director
<b>SUPERVISES:</b>	None
<b>EMPLOYMENT TYPE:</b>	Part-Time, non-exempt
<b>SCHEDULE:</b>	Onsite & Virtually, M-F days, (26 hours weekly)
<b>SALARY RANGE:</b>	\$24/hourly

### **POSITION OVERVIEW**

The Executive Assistant will provide high-level administrative support to the Executive Director and occasionally other senior staff. Reporting directly to the Executive Director, the Executive Assistant provides executive support in a one-on-one working relationship. The Executive Assistant also organizes and coordinates executive outreach and external relations efforts, and oversees special projects. The Executive Assistant must be creative and maintain strict confidentiality. The ideal individual will have the ability to exercise good judgment in a diversity of situations, with strong written and verbal communication, administrative, and organizational skills, and the ability to maintain a realistic balance among multiple priorities.

### **RESPONSIBILITIES**

- Provides high-level administrative support and assistance to the Executive Director and/or other assigned leadership staff.
- Performs clerical and administrative tasks including drafting letters, memos, invoices, reports, and other documents for the Executive Director.
- Arranges travel and accommodations for the Executive Director.
- Schedules and attends meetings on behalf of the Executive Director, taking notes and recording minutes.
- Receives incoming communication or memos on behalf of Leadership Team reviews contents, determines importance, and summarizes and/or distributes contents to appropriate staff.
- Performs office tasks including maintaining records, ordering supplies, and performing basic bookkeeping.
- Performs additional duties as assigned.

*DISCLAIMER: This job description is not designed to cover or contain an exhaustive listing of all activities, duties or responsibilities that are required of the employee. There may be additional duties as assigned.*

## **SKILLS, KNOWLEDGE & EDUCATION**

Required Skills/Abilities:

- Excellent verbal and written communication skills.
- Excellent organizational skills and attention to detail.
- Excellent time management skills with a proven ability to meet deadlines.
- Ability to function well in a fast-paced environment.
- Extensive knowledge of office administration, clerical procedures, and recordkeeping systems.
- Able to type a minimum of 50 words per minute.
- Proficient with Google Suite (G-Sheets, G-Docs, etc.) or similar software with the ability to learn new or updated software.

Education and Experience:

- High school diploma required; Bachelor's degree in Business Administration or related field preferred.
- At least 3-4 years of related experience required.

## **EQUAL OPPORTUNITY EMPLOYER STATEMENT**

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**To apply for this position, please email your resume to [HR@thefreight.org](mailto:HR@thefreight.org).**