



Project Angel Heart seeks Part-Time Executive Assistant

Organizational Mission: Project Angel Heart improves health and well-being for people with life-threatening illnesses by preparing and delivering medically tailored meals throughout both Metro-Denver and El Paso County and promoting the power of food as medicine.

Position Summary: Provides general assistance to the President & CEO and is responsible for a broad range of administrative and office related duties in high-paced environment

Amount of Time and Status: Non-exempt, 20 hours per week on average, Monday – Friday plus occasional evenings required

Reports to: President & CEO

Essential Responsibilities:

- Supports the work of the Board of Directors including attendance at board meetings, minutes, schedules meetings, maintains board lists and handbooks, prepares and sends board packets, updates documents, and handles general communication, coordinating with the Board of Directors on behalf of the President & CEO and other board activities as directed
- Coordinates board trainings and presentations including scheduling, confirming, and appropriate follow-up; maintains and updates board dashboard monthly
- Coordinates and prepares for all meetings involving the President & CEO, board and board committees, and/or all external groups utilizing the facility including meal/food requests, set/clean-up, room reservations, AV equipment, etc.
- Assists the President & CEO with meeting scheduling, contact management, meeting preparation and follow-up, travel planning, and miscellaneous special projects
- Assists the President & CEO with donor correspondence and follow-up, advocacy work, work pertaining to various boards or committees on which he/she serves, etc.
- Assists with basic database management and data entry as needed, including work in Blackbaud's Raiser's Edge software, Smartsheet, Excel, and other programs
- Maintains, updates and communicates items accordingly related to Project Angel Heart's strategic plan; works with both staff and board for timely verbal and written updates, drafting templates as necessary
- Coordinates and books all staff travel needs and reservations
- Serves as agency representative with community and/or neighborhood coalitions and groups
- Coordinates birthday and holiday gift exchanges, parties and celebrations, cards as needed, and meals/treats/gifts to honor life events and milestones in the lives of staff members
- Plans and oversees events for all board and staff parties and functions, including acquisition of vendors and volunteers, set up/clean up, purchasing necessary items, and execution of events in coordination with kitchen and other staff
- Back-up to front desk staff in case of Monday-Friday absence
- Drafts various presentations and proposals as requested

- Other duties as assigned

Required Qualifications/Experience:

- Minimum three years previous administrative experience required; Executive Assistant experience preferred; college degree preferred
- High computer proficiency; experience with Microsoft Office suite including Word, Excel and PowerPoint; quick adaptation to new programs a must, with Raiser's Edge experience a plus
- Excellent written and verbal communication skills, including outstanding knowledge of grammar and ability to tailor writing tone to a variety of audiences and contexts
- Extreme detail-orientation and accuracy with both numbers and written documentation
- Deadline-driven with a strong ability to forecast unforeseen challenges for high level executives
- Dependability, strong problem solving and organizational skills
- Ability to balance, prioritize and perform multiple tasks
- Passion for Project Angel Heart's mission and desire to work as part of a staff team
- Willingness and ability to maintain confidential information
- Willingness and ability to work with diverse populations
- Valid Colorado Driver's License and own transportation

Working Environment/Physical Activities:

Work environment is an office setting. Physical activities include: sitting at a desk and working on a keyboard and computer; conducting business over the telephone and via email; and using fax, copy, and postage meter machines. Position may require occasional moving of materials up to 45 pounds around the office or in and out of a vehicle.

Compensation:

Project Angel Heart offers competitive benefits, including generous paid time off, wellness and meal benefits, employee assistance and perks programs, and matching retirement fund after one year of employment. Pay will be commensurate with experience.

Application Procedure:

Please submit resume and cover letter via email only to jobs@projectangelheart.org. No phone calls, please. Cover letter must explain why you are interested in this particular position, and why specifically at Project Angel Heart. Promising candidates may first be contacted via e-mail. Project Angel Heart values diversity and inclusivity and is thus always looking to diversify our staff with an eye toward race and ethnicity, sexual orientation, gender, and age, among other areas. Candidates who bring such diversity are encouraged to apply. Target start date: Immediately