

Girls Inc. of Chattanooga

Job Description

Executive Assistant

Reports to: Chief Finance Officer & Operations Supervisor

FLSA Status: Hourly / Non-Exempt



The mission of Girls Inc. of Chattanooga (Girls Inc. of Chatt) is to inspire and equip all girls to be strong, smart, and bold leaders within their families, their community and society. Originally founded as The Girls Club of Chattanooga, Girls Inc. has educated and empowered girls to grow up healthy, educated, and independent since 1961. Through in-school and after school programming, seasonal camps, and special events. Our organization serves more than 850 girls, ages 5 to 18, annually.

Girls Inc. of Chattanooga is an Equal Opportunity Employer

Position Summary:

The Executive Assistant is responsible for supporting the Girls Inc. of Chattanooga's Executive Team (i.e. CEO, CFO (Chief Financial Officer), and Operations Supervisor in all operational, clerical, and administrative areas and promoting the organization's image by representing the executives internally and externally, acting as a liaison between, community partners, vendors, Board of Directors, and staff. This position also supports financial operation activities including but not limited to accounts payable, accounts receivable, cash receipts, and office operations. The Executive Assistant interacts with a diverse group of external and internal stakeholders including donors, parents, participants, community leaders, volunteers, board members, and staff.

Essential Duties and Responsibilities:

- Maintains organizational confidence and protects operations by demonstrating utmost discretion, a high degree of professional behavior, approachability, responsiveness, and competency. Independent judgment is required to plan, prioritize, and organize a diverse workload.
- Monitors and maintains the CEO's calendar while anticipating the needs of the CEO and proactively prepares the CEO's appointment schedule by planning and scheduling meetings, conferences, orientations, retreats, and travel.
- Supports the CFO in financial activities such as accounts payable, accounts receivable, cash receipts, credit card/pre-paid debit card reconciliation, check processing and taking deposits to approved financial institutions. Also assists in year-end audit, 990 and month-end filing.
- Supports the administrative team as it pertains to periodic reporting and compliance for external stakeholders (i.e., Girls Inc. National, community foundations/organizations, corporations, etc.,
- Supports the offices by being the first point of contact, keeping inventory of and purchasing all supplies needed for offices, maintaining a clean & orderly office space and schedule, and organizing office operations, procedures, and maintenance as needed for both administrative locations (suite 100 and 110).
- Supports programming by serving as back up to collecting and reconciling program/camp fees and assisting parents with program/camp registration as needed.
- Assists in preparation and planning of trainings, meetings, and staff events (i.e., creating/printing agendas, recording meeting minutes, scheduling, reserving and setting up meeting spaces, and picking up beverages/snacks, etc.).
- Performs clerical duties such as organizing and maintaining administrative, operational, and financial files.
- Manages the office phone and messaging system and distributing / receiving deliveries and mail.
- Other administrative duties as assigned.

Knowledge, Skills, & Abilities:

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- Energetic and passionate about the mission, the organization, and the community.
- Ability to demonstrate a high level of ethics, integrity, and respect.
- Detail oriented, highly organized, and skilled in time management.
- Personable, positive, and displays a “can-do” attitude.
- Ability to work effectively in a high-paced environment.
- Excellent computer skills and experience using technology to streamline processes.
- Excellent written and verbal communication skills.
- Takes initiative and demonstrates effective problem-solving skills.
- Ability to work cooperatively and collaboratively with all internal and external stakeholders

Education & Qualifications

- Minimum associate's degree in office management, business administration, accounting, or related area is preferred.
- Experience in a non-profit administrative office environment is a plus.
- Advanced proficiency in Microsoft 365 products (Outlook, SharePoint, TEAMS Excel, and Word) is preferred.
- Must be able to work Monday through Friday between 7:00 A.M. and 7:00 P.M. with occasional weekend hours as needed.
- Must be able to remain in a stationary position 75% of the time.
- Must be able to occasionally lift 30-50lbs of equipment or supplies for various needs.
- Must have reliable transportation and be able to pass a vehicle background check.
- Must have a valid driver's license
- Experience in QuickBooks Software is a plus
- Bilingual (verbal and written), a plus

The Executive Assistant is a full-time position with benefits. Compensation is determined based on experience, degree of education and level of expertise.

Interested parties are asked to e-mail a resume, cover letter, and list of professional references to jobs@girlsincofchatt.org. Applications will be accepted until the position is filled. E-mail submissions are preferred. Any questions may be directed to Girls Inc. of Chattanooga's main office at 423-624-4757.

Girls Inc. envisions a world where girls and all youth have what they need to grow and flourish, in school and beyond. Our Bill of Rights and Advocacy Platform focuses on policies and practices that support girls' health and wellness and foster school climates that are conducive to learning for all students, particularly those from underserved communities and those who face discrimination and other obstacles because of their race, color, national origin, sex, disability, sexual orientation, gender identity, and/or religion. At Girls Inc. we are committed to a girl-centered advocacy approach that is grounded in the experiences of the girls in our network. We lift up girls' voices and give them opportunities to advocate on issues that matter to them, in their communities and beyond. Our Bill of Rights and Advocacy platform can be found on our national website at www.girlsinc.org

Special Note As an organization, we have the right to address recommendations based on the local needs of the girls and families we serve.