



A TIME TO HEAL

CANCER FOUNDATION

Position: As our **Executive Assistant** you are responsible for assisting the Executive Director, which allows us to achieve our mission to provide support, education and empowerment so cancer survivors and their caregivers may create their best lives. Learn more about our organization at www.atth.org.

As Executive Assistant, you get to:

- Provide support for the Executive Director, including but not limited to scheduling and helping prepare for board/donor meetings, filing and other duties as needed.
- Help track financials by importing invoices, printing and preparing payables, and reviewing/allocating credit card purchases.
- Process donations and receipt letters by entering data consistently and accurately into our donor database. Execute mail merges for in-house mailings.
- In cooperation with leadership staff, develop and implement weekly social media calendars for approval which includes copy and photos. Supervise social media interaction between constituents and the organization to ensure a positive experience.
- Work closely with volunteers as needed by scheduling tasks and assigning duties.
- Anticipate and manage some office needs including supplies, phone systems, printer/copier management and other areas as determined.

This job might be for you if:

- You have at least one year of experience in office administrative work, preferably in a nonprofit, executive or medical setting.
- You are an enthusiastic self-starter capable of working with diverse teams to reach a common goal. Initiating and completing projects is right up your alley. You know how to make timely, effective and ethical decisions and when to ask for guidance. You pay great attention to detail and take pride in your work being correct.
- You are a relationship builder. You listen to understand, and when you speak/write, you are understood. You are an excellent communicator through writing and speaking.
- You find solutions, not problems. You're willing to share your ideas.
- Computers do what you say. You are confident with Zoom, databases and Microsoft office suite (especially Word and Excel) and you're familiar with social media.
- You're not afraid to get your hands dirty and can stuff envelopes when needed.
- You have a valid driver's license (travel is minimal and local).

What we can offer you:

- Competitive salary of \$19.23 - \$24.00 per hour, depending on experience.
- A flexible schedule of 20 hours per week Monday-Friday. This position does not include regularly scheduled remote work.
- Your own office in a pleasant and positive environment at a convenient location, working with new technology systems, including a Microsoft Surface tablet and double monitors.
- **How to Apply**
Please submit your resume and cover letter to brenda@atth.org.
- **Disclaimer**

The outline of responsibilities is intended to describe the general nature and level of work being performed by the Executive Assistant. They are not to be construed as an exhaustive list of all responsibilities, duties, and skills required of the Executive Assistant. All personnel may be required to perform duties outside of their normal responsibilities from time to time, as needed.

- **Physical Demands**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this Job, the employee is frequently required to walk and sit. The employee is occasionally required to stand; use hands to finger, handle, or feel; reach with hands and arms; climb or balance and stoop, kneel, crouch, or crawl. The employee must regularly lift and/or move up to 10 pounds, occasionally lift and/or move up to 30 pounds. Specific vision abilities required by this job include close vision.

- **Equal Opportunity Employer:**

A Time to Heal Cancer Foundation is an affirmative action and equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, disability, age, sexual orientation, gender identity, national origin, veteran status or genetic information.