



NON-PAID VOLUNTEER EXECUTIVE ASSISTANT JOB DESCRIPTION:

Release & Refresh Women's Empowerment Series, Inc. is a 501(c)(3) non-profit Public Charity dedicated to improving the mental, emotional, and spiritual health of women and girls through classes, seminars, workshops, conferences, and social media. We are a volunteer organization looking for loyal, dedicated and energetic people who strongly support our mission. All volunteers & staff are "at-will."

The Volunteer Executive Assistant reports to the President and Leadership and assists through a variety of tasks related to organization and communication. Responsible for confidential and time sensitive material. Familiar with a variety of the field's concepts, practices, and procedures. Ability to effectively communicate via phone and email ensuring that all Executive Assistant duties are completed accurately and delivered with high quality and in a timely manner. May direct and lead the work of others. Rely on experience and judgment to plan and accomplish goals and a wide degree of creativity and latitude is expected. Proven admin or assistant experience

RESPONSIBILITIES

- Coordinate marketing and advertising of events by securing advertising rates, needs, & timelines.
- Follow-up with vendors, donors, partners as directed by the President.
- Schedule meetings
- Work closely with Board committees as needed in the facilitation of events.
- Assist in soliciting sponsors, donors and partners as directed by the President or designee.
- Organize and schedule meetings and appointments
- Maintain contact lists
- Produce and distribute correspondence memos, letters, faxes, and forms
- Assist in the preparation of regularly scheduled reports
- Order office supplies and work with committees to maintain supply inventory.
- Other duties as assigned

QUALIFICATIONS

- Knowledge of office management systems and procedures
- Excellent time management skills and ability to multi-task and prioritize work
- Attention to detail and problem-solving skills
- Excellent written and verbal communication skills
- Strong organizational and planning skills
- Proficient in MS Office
- At least 3 years of experience in the field or in a related area
- High school diploma or equivalent; college degree preferred