



Non-Profit Executive Director (Secretary) Description

The Non-Profit Executive Assistant/Secretary manages the administrative efforts for A Brighter Day Outreach and A Brighter Day Ministries. The Executive Assistant/Secretary manages the day-to-day operations of the A Brighter Day Community HUB, completes all administrative efforts (i.e. sending letters to possible funders, follow-up emails, meeting agendas, meeting minutes, phone calls, setup appointments, manage the calendar, monitor the necessary inventory at the Community HUB, assist with Grant submissions, coordinate meetings, order food, supplies, monitor sign-in and sign-out of Computer Lab and Mental Health Room, monitor other organizations wanting to meet at the ABD HUB, assist the Program Director with planning efforts for events, answer phones during operating hours and ensure messages are delivered, keep the HUB organized, assist with sign-up and questions, assist with data entry with CRM resource and ensure available during operating hours at the ABD Community HUB. In addition, the Executive Assistant/Secretary will always ensure behavior, communication and performance supports the organization's mission, vision, and goals. The Executive Assistant/Secretary will always display the highest quality, efficiency, and effectiveness. Must be proficient with Microsoft software and tools, able to use a laptop and quick learner on programming television for meetings, meeting-to-go, Zoom, Call Multiplier (capable of sending blast voice messages and text), able to type, can assist with social media posting, monitoring social media sites for any inquiry.

This individual is the 1st point of contact for all efforts and is responsible for overseeing and being present for all office and administrative efforts.



This individual must be people-oriented, focused, self-driven, motivating, energetic, organized, self-starter, organized, proficient with basic tools (i.e. Microsoft products, Google Docs & Forms, Zoom, Google Meets, Spreadsheet, Budgeting, etc.)

The Hub – Break Every Chain Program (After-School & Weekends) – In Process

1. Coordinate the redesign of the new space
2. Aid in the decorating process
3. Developing the schedule for mentors
4. Developing the sign-in/out of Youth
5. Screening of volunteers and mentors
6. Registering the Youth (Parental Consent)
7. Transportation Coordination
8. Food/Snack Schedule/Planning
9. Ordering Supplies for the Hub location for ABDO

PARTICIPATE IN AS MANY PROGRAMS AS POSSIBLE. ASSIST THE PROGRAM DIRECTOR WHERE POSSIBLE.