



Family Promise of Spokane

Executive Assistant

Last Updated: 2/10/2025

REPORTS TO: Chief Executive Officer & Chief Operating Officer

SCHEDULE: Part-time (20-30 hours/week)

FLSA STATUS: Non-Exempt

PAY: \$20-\$24 per hour DOE

BENEFITS: PTO

Flexible Schedule

OVERVIEW: Family Promise of Spokane is seeking a highly organized, adaptable, and resourceful **Part-Time Executive Assistant** to provide essential support to our Chief Executive Officer (CEO) and Chief Operating Officer (COO). This role is vital in helping our leadership team manage their schedules, communications, and strategic initiatives, ensuring the smooth running of the organization. The ideal candidate will have strong decision-making skills, exceptional communication abilities, and a passion for supporting an impactful mission.

POSITION DUTIES:

Executive Support:

- Manage the calendars of the CEO and COO, coordinating meetings with employees, supporters, external agencies, and community leaders.
- Screen communications and prioritize appointments, ensuring time-sensitive matters are addressed promptly.
- Prepare and send pre-visit and post-visit communications to financial supporters and maintain updates in CRM software.
- Handle incoming and outgoing communications (phone, email, written correspondence) efficiently and in a timely manner.
- Prepare and edit executive communications, including signature authorizations.
- Process expense reimbursements and upload monthly credit card receipts.
- Coordinate travel arrangements for the CEO and COO.

Board of Directors Support:

- Prepare and distribute board packets prior to monthly meetings.
- Coordinate and take notes for board meetings, committee meetings, and annual retreats.
- Accurately record, transcribe, and distribute meeting minutes.
- Organize board documents and coordinate orientations for new board members.

General Staff Support:

- Assist with project-based work as needed.

- Perform other duties as assigned.

QUALIFICATIONS:

- GED or High School Diploma required; additional education or certifications a plus.
- At least 2 years of experience in an executive or administrative support role.
- Excellent organizational skills, time management, and attention to detail.
- Proficiency in Google Suite and other relevant software (Microsoft Office, Slack, Adobe, etc.).
- Strong verbal and written communication skills.
- Ability to maintain discretion and confidentiality in all matters.
- Ability to work independently and in collaboration with a team.
- Experience with electronic databases and office equipment.
- Passion for the mission of ending homelessness and supporting families in need.

SKILLS:

- Strong strategic planning abilities with a focus on achieving measurable outcomes.
- Excellent written and verbal communication skills, capable of engaging diverse audiences.
- Strong interpersonal skills focused on creating connections with both community members and staff team members.
- Comfortable “cold-calling” people and maintaining a positive, warm attitude.
- Knowledge of best practices for donor communication.
- Demonstrated success in fundraising or sales efforts with a track record of meeting or exceeding goals.
- Familiarity with Bloomerang or similar software for managing donor databases and tracking contributions.

PHYSICAL REQUIREMENTS - This position may require an employee to successfully perform the following functions of the job. Reasonable accommodations may be made.

- Ability to move, lift, and carry up to 25 pounds.
- Frequent sitting, standing, climbing, walking, and occasional physical activity.
- Mobility for up to 2 hours at a time.

WORKING CONDITIONS - This position will be completed under the following conditions.

- On-site at Family Promise Administrative Offices, with occasional outdoor work and exposure to varying weather conditions.
- Fast-paced, sometimes noisy, and busy environment.
- Occasional evening or after-hours work for board meetings and events.
- Client population may include individuals with complex challenges such as substance abuse or homelessness.
- Other duties as assigned.

TO APPLY: Please apply on Indeed.com by providing us with a simple cover letter that outlines how your experience aligns with this position, and which one of our core values resonates with you and why.

Family Promise of Spokane retains the discretion to add to or change the duties of the position at any time. This document is not a contract.