

## **Executive Assistant**

Report to the Executive Director

### **Responsibilities**

The Executive Assistant (EA) is responsible for providing administrative support to the Executive Director; providing similar support to the staff; and managing the administrative operations of the FPIF. Will report directly to the ED and indirectly to the COO.

The EA will have the following specific responsibilities, which shall include, but not be limited to:

1. Serve as confidential secretary to the Executive Director. Manage the ED's calendar and provide administrative support as needed.
2. Provide administrative support to senior staff.
3. Coordinate the staff and Board schedule.
4. Manage the office. Monitor the functionality of office software and advise COO of issues.
5. Under supervision of COO, act as day to day contact with the landlord, utility providers, and office equipment suppliers. Assist COO in ensuring that the FPIF office is fully functional and up to date.
6. Provide administrative support to the Board and its committees.
7. Other duties as required or assigned.

### **Requirements**

- Experience as confidential secretary, executive assistant, or paralegal required
- Bachelor's degree preferred
- Strong writing, communications, and interpersonal skills required
- Willingness to work in a small office environment required
- Applied knowledge of Office 365 required

Interested parties should submit a letter of recommendation and resume to [information@ifpif.org](mailto:information@ifpif.org) no later than June 14, 2020.