

# Executive Assistant

Triangle Family Services (TFS) is hiring an **Executive Assistant** to provide critical support and coordination for the agency's CEO, Board of Directors and Leadership Team. TFS is a well-established, small to medium-sized nonprofit that administers a complex array of human services, primarily in Wake County. The primary scope of this position encompasses development and governance functions but will interface with all areas of the agency.

Job duties include but are not limited to

- providing general administrative assistance;
- scheduling, organizing and preparing for internal and external meetings;
- virtual and in-person event coordination;
- maintaining meeting minutes and other important Board and agency documents;
- handling the agency's website and social media presence; and
- managing a team calendar and project plan to ensure shared work is appropriately coordinated and completed on time.

The ideal candidate will:

- thrive in a fast-paced, team-oriented work environment with the ability to operate independently to achieve results.
- Be proficiency in one or more of the following platforms/software: Microsoft Office suite; Raiser's Edge NXT (or equivalent database); WordPress (or similar platform); basic graphic design.

This position will interact with a variety of stakeholders; discretion, persistence and professionalism are required.

TFS is a family-friendly workplace that offers flexible scheduling options and remote work arrangements during COVID-19. This position will function in a fast-paced environment that requires both independence and collaboration; TFS identifies teamwork as one of our core workplace values. Most TFS employees wear multiple hats and regularly encounter opportunities to expand their skills, knowledge and reach. We take our commitment to our clients and our donors very seriously: we work hard. We also, however, find joy, hope and fun in our daily work activities and collegial interactions.

Please note that TFS reserves the right to modify titles, scopes of work and salaries included in offers of employment in alignment with the skills and strengths of applicant finalists.