



Triangle Family Services Job Description

Position Title: Executive Assistant to CEO
Department: Administration
Reports To: CEO
FLSA Category: Non-Exempt

Overview of Organization & Position

Triangle Family Services (TFS) is a dynamic nonprofit human services agency with an 87-year history of serving families in crisis in Wake County and surrounding communities. Our lifechanging programmatic work includes trauma-focused mental health services, domestic violence interventions, supervised visitation, housing stabilization services, homeless engagement, and financial counseling. (www.tfsnc.org).

Job Summary

The Executive Assistant will provide critical support and coordination for the organization's CEO and Board of Directors. The primary scope of this position encompasses development and governance functions but will interface with all areas of the organization. Job Duties include but are not limited to the list below.

Statement of Duties

- Providing general administrative assistance to the CEO and Board President
- Scheduling, organizing and preparing for internal and external meetings
- Virtual and in-person event coordination
- Maintaining meeting minutes and other important Board and organizational documents
- Handling the agency's website and social media presence
- Managing a team calendar and project plan to ensure shared work is appropriately coordinated and completed on time.
- Provide support for senior leadership team members as directed by the CEO

Desired Experience, Education, Skills, and Knowledge

- Bachelor's degree in human services, business or equivalent preferred.

- Five or more years of related experience working as assistant to high level executives or administrators, preferably in a nonprofit setting.
- Thrive in a fast-paced, team-oriented work environment with the ability to operate independently to achieve results.
- Be proficient 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.
- Quarterly Board meeting preparation and coordination
- **Administrative management:** The ability to ensure efficient administrative tasks are completed in a timely and accurate manner.
- **Interpersonal communication:** The ability to correspond effectively.
- **Adaptability:** The ability to shift priorities whenever necessary, addressing pressing needs as they develop.
- **Data analysis:** The ability to draw helpful conclusions from data sets to benefit future clinical operations.
- **Technological proficiency:** The ability to successfully use all clinic technology, including any computers, phones, records, technology, and online platforms.
- **Team leadership:** The ability to work within the senior leadership team and oversee all administrative functions for the CEO and the board of directors to ensure efficient operations.

Values

- Integrity: We act in a manner consistent with our words and beliefs
- Honesty: We deal with each other in a straightforward manner
- Respect: We treat others with care and consideration
- Courage: We pursue our beliefs with strength and perseverance
- Diversity: We seek; value; and respect differences among our teammates
- Balance: We strive for stability and vitality in our lives

Working Hours and Conditions

Part-time 30 hours per week Monday through Friday. Must be able to sit or stand for varied periods of time throughout the workday. Some travel for off-site meetings, events or tasks is required. Work schedule may involve occasional evening and weekend hours.

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.

TFS provides equal employment opportunities to all applicants and prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state, or local laws.

Please submit a cover letter, resume, and required salary range to resume@tfsnc.org with the position title (**Executive Assistant**) in the subject line.