



United Way of Waco-McLennan County

JOB DESCRIPTION

Job Title: Executive Administrative Assistant

Reports to: CEO

Hourly Pay Rate: DOE

PTO / Benefits: Eligible

FLSA Classification/ Position Status: Non-Exempt / Full-Time / At-Will

Organization Overview

United Way of Waco-McLennan County has focused on strengthening our community and creating opportunity for every resident through inspired and informed philanthropy and partnerships to address our greatest challenges. We fight for the health, education, financial stability, and safety net services of every person in McLennan County.

Our team is seeking an Executive Administrative Assistant who is passionate about improving the lives of others within our community to provide services integral to the success of our team. We are looking for a successful multi-tasker who is a strong critical thinker and communicator. Our ideal candidate must be bilingual in English and Spanish, as you will be community-facing.

Summary/Objective:

The Executive Administrative Assistant at United Way of Waco McLennan County plays a crucial role in providing comprehensive support to the executive team. This position involves managing administrative functions, coordinating meetings and events, and facilitating communication to ensure the organization runs smoothly and effectively.

Required Education, Licenses, Certifications, and Experience:

1. High School Diploma/ GED
2. College degree in nonprofit management, organizational systems, business, accounting, or other degree with strong organizational skills & attention to detail. (Preferred)
3. +3 years relevant experience as office manager, administrative assistant or other related position
4. Valid Texas Drivers License
5. Valid personal auto liability insurance

Work authorization/security clearance required:

Must be eligible to work in the United States



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Knowledge, Skills, and Abilities

1. Demonstrates exceptional organizational abilities to manage tasks and priorities effectively
2. Possesses strong problem-solving skills to address challenges proactively
3. Proficient in verbal and written communication in both English and Spanish
4. Familiar with the Waco/McLennan County community to enhance stakeholder engagement
5. Ability to maintain a high level of professionalism in all interactions
6. Ability to learn quickly and implement processes and procedures efficiently
7. Exhibits advanced computer skills, including proficiency in Microsoft Office
8. Ability to deliver outstanding customer service to all
9. Strong attention to detail in all aspects of work
10. Capable of multitasking and managing various responsibilities simultaneously
11. Commits to consistent attendance and punctuality
12. Effectively follows and interprets verbal and written instructions
13. Demonstrates expertise in planning and coordinating events
14. Knowledgeable in upholding and enforcing company policies and procedures

Major Duties and Responsibilities:

1. Provides essential support to the CEO and Management Team to facilitate the successful implementation and coordination of programs and processes within the community and among partner organizations.
2. Schedules and coordinates meetings, events, and training sessions for the board, various committees, and partners.
3. Takes meeting notes and prepare formal minutes for committee and board meetings.
4. Creates and maintains an effective and accurate record-keeping system.
5. Oversees and assists in managing all community communications, including: newsletters, social media accounts, website updates and maintenance, marketing materials, press releases and earned media, and mass email campaigns.
6. Manages and provides technical support for the client relationship management (CRM) database.
7. Maintains essential data, records, and files relevant to the position and the organization.
8. Supports data collection and analysis processes to inform decision-making.
9. Assists with the general functions and operations of United Way of Waco-McLennan County.
10. Responds to public inquiries in a professional manner.
11. Collaborates with the CEO to manage their calendar and ensure the organization's objectives are met efficiently across all areas.
12. Performs ***other duties as assigned** and as needed to help drive our vision, fulfill our mission, and abide by our organization's values.



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***Other Duties as Assigned:**

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties, or responsibilities required of the employee for this job. Duties, responsibilities, and activities may change at any time with or without notice, and the team member may be asked to perform other duties as assigned.

Physical and Mental Requirements and Abilities

The role of an Executive Administrative Assistant often requires working effectively in a moderate to fast-paced environment. This environment typically involves frequent activities, interactions, and tasks that must be completed within specified timeframes. Additionally, interruptions and unexpected events may occur, requiring flexibility and adaptability while maintaining a professional and courteous demeanor.

The physical demands described here represent those that the Executive Administrative Assistant must meet to perform the essential functions of this job successfully. The employee frequently sits and/or stands. The employee may occasionally climb, balance, stoop, kneel, crouch, crawl, lift, and/or move up to 20 pounds. Employees will constantly use their fingers, hands, wrists, elbows, and upper extremities. Employees may occasionally have to twist, pull, or stretch. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust the focus with and or without using prescribed or over-the-counter optical glasses, contact lenses, or other visual aids. The Executive Administrative Assistant may be exposed to various (fair to extreme) weather conditions.

We Value Diversity

United Way of Waco-McLennan County values diversity and believes in providing equal opportunity to whom we hire, train, and promote in all positions without regard to race, color, national origin, sex, age, or disability. We seek to ensure that decisions regarding compensation, promotions, benefits, and/or programs align with our value of diversity. We seek to ensure that decisions regarding compensation, promotions, benefits, and/or programs align with our value of diversity.