

EMPLOYMENT OPPORTUNITY

Executive Assistant

REPORTS TO

Executive Team (Co-Executive Directors & Chief Financial Officer)

ABOUT THE ORGANIZATION

Our Organization: Freedom, Inc. (FI)'s mission is to end violence within and against low-income Black, Hmong and Khmer communities, and we focus our efforts on women and girls, queer, trans and intersex folx within these communities to bring about this change. FI's approach to achieving its mission is to 1) provide direct support to survivors of gender-based violence 2) provide leadership development to survivors to increase their agency, empowerment and skills for creating change 3) organize survivors-led grassroots campaigns that build power and move us toward our pillars of gender justice, QTI justice, Black and Southeast Asian liberation, abolition and movement building.

JOB SUMMARY

The Executive Assistant will provide high-level administrative support to the CEO and other Executives. Reporting directly to the CEO, the Executive Assistant will be responsible for organizing the day-to-day activities of the CEO while also taking part in other business-related tasks such as creating reports, taking minutes, making travel arrangements, managing calendars, managing expenses, and assisting with other administrative functions of the organization. This person will be expected to perform a variety of tasks, in order to help keep long term projects on track, and to ensure that the CEO is able to focus on the strategic initiatives of the organization.

KEY RESPONSIBILITIES

- Working closely and effectively with the CEO to keep them well informed of upcoming commitments and responsibilities, following up appropriately
- Helping prepare for meetings & taking meeting minutes
- Providing administrative assistance, such as writing and editing emails, drafting memos, agendas, and preparing communications on the executive's behalf
- Opening, sorting and distributing incoming letters, faxes, and other correspondence
- Managing and facilitating a large volume of email replies within a timely manner
- Scheduling meetings
- Making travel arrangements
- Answering and returning phone calls
- Reconciling expense reports & prepping for audits
- Preparing grant reports
- Invoice management

A SUCCESSFUL CANDIDATE WILL HAVE

- A passion for the FI's mission and demonstrated commitment to addressing issues facing the SEA and Black community
- A Bachelor's degree in Business Administration or Management, or related field along with at least 5 years of work experience in supporting C-level executives is preferred.
- Or a non-degreed professional with 5+ years of related experience may be considered.
- Approachability – pleasant demeanor, easy to talk to, easy to approach
- Functional/Technical Skills – skills to do the job at a high level
- Exceptional written and verbal communication skills are a must
- Exceptional research skills
- Excellent organization and time management skills; proven ability to meet deadlines
- Self-motivated, detail-oriented, diplomatic and tactful
- A proactive approach to problem-solving with strong decision-making skills
- Ability to manage a portfolio of work independently with minimal supervision
- Strong interpersonal skills including the ability to cultivate productive relationships with colleagues and stakeholders and work collaboratively with diverse groups of people
- Advanced proficiency in MS Office applications (Word, Excel, PowerPoint) and Google Business; web-based applications like Basecamp, Trello, or Slack
- Ability and willingness to work occasional weekends, evenings/late nights

Location: This position is based, in-person in Madison, WI. It is not a remote position although there may be times when the position may be remote in town due to Covid safety protocols.

Compensation & Benefits info: This full-time position offers a non-profit salary commensurate with experience, flexible work hours, collaborative work environment, and a benefits package that includes generous vacation, medical and dental insurance, and the option of participating in pre-tax transit benefit program and/or a voluntary 403(b) retirement savings plan.

Please send your resume to: hr@freedom-inc.org

Freedom, Inc. is an equal opportunity employer, which does not discriminate against individuals based on race, national origin, gender, physical disability, religion, sexual orientation, age, or any characteristics protected by the law.