



*Empowered, Invested & Committed to Reproductive Justice*

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### **Executive Assistant (Part-time)**

#### **Overview:**

The Executive Assistant will work to embody and forward SisterReach's mission of empowering, organizing and mobilizing marginalized women, girls and their families around their reproductive and sexual health and rights through the human rights framework of Reproductive Justice (RJ).

#### **Job Summary:**

The Executive Assistant conserves the Founder & CEO's time and promotes the organizational image by representing the CEO internally and externally; providing liaison between the CEO, key leadership team members and employees; publishing the organizational newsletter. Through effective execution of wide-ranging and multi-faceted administrative duties, this position supports the organization's Founder & CEO.

These duties include, but are not limited to:

#### **General Office and Specific Admin Tasks**

1. Ability to navigate and handle confidential information, documentation, and contacts of organization
2. Represents the Founder & CEO by welcoming guests, reviewing correspondence; arranging organization meetings, dinners and other functions; answering questions and meeting/speaking engagement requests directed to the CEO.
3. Helps record CEO's time in timekeeping program
4. Maintains CEO calendar
5. Answers phones, take messages and disseminate to appropriate staffer
6. Maintains receipts in bookkeeping program (training provided)
7. Serves as liaison between leadership team staffers and the CEO.
8. Arranges organizational travel and meetings
9. Develops itineraries and agendas; booking other transportation; arranging lodging and meeting accommodations.
10. Completes projects and special assignments by establishing objectives; determining priorities; managing time; gaining cooperation of others; monitoring progress; problem-solving; making adjustments to plans.
11. Updates job knowledge by participating in educational opportunities; reading professional publications; maintaining personal networks; participating in professional organizations.
12. Improves quality results by studying, evaluating, and re-designing processes; implementing changes.
13. Maintain and cultivate relationships as a liaison of SisterReach with allies, donors and base;
14. Prepare, edit and format documents (memos, letters, presentations, etc.)
15. Maintaining primary office files (excepting files related to other staff members' primary responsibilities)
16. Fulfilling orders for merchandise and literature
17. Organizing and handling incoming and outgoing mail
18. Managing external relationships with vendors
19. Maintaining and updating contact databases
20. Assisting in the coordination of logistical tasks related to events, meetings, conferences and all trainings
21. Assisting in answering phones and taking messages
22. Maintaining office supplies

23. Assisting with conference and meeting logistics
24. Assisting in keeping minutes of meetings as assigned
25. Producing and distributing meeting notices, agendas and minutes as assigned
26. Maintaining property inventory records; assists in the selection of new equipment and furniture; coordinates equipment maintenance and vendor contracts
27. Operating a variety of machinery which may include computers, copiers, and fax machines
28. Other tasks as may be assigned

### **Required Skills and Equipment**

1. Working knowledge of computers, database software, internet and email programs
2. Expert knowledge of MS Office Suite
3. Knowledge of and experience with small non-profit organizations
4. Excellent communication skills, both oral and written
5. Excellent organizational skills
6. Demonstrated ability to work under limited supervision
7. Must be able to multi-task and work within an ever-changing work climate
8. Must be a proficient typist (65wpm+)

### **MINIMUM EDUCATION/EXPERIENCE:**

9. Must have a high school diploma, or GED
10. Working knowledge of social media marketing on Facebook, Twitter, Pinterest, and YouTube, etc
11. Requires a good balance of creativity and strategic thinking
12. Excellent time management skills and ability to manage multiple priorities
13. Maintain positive, enthusiastic attitude with associates, business vendors and management
14. Consistent follow-through and sense of urgency

### **Background Check/Screening**

This position may be working from the main SisterReach location, 1750 Madison Ave., Ste. 600, as needed, which is also the main location for the Family Safety Center (FSC). FSC protocol requires that on-site staff complete a basic background check as the nature of their business and our partnership duties with them are confidential. SisterReach will absorb any fees associated with the background check.

Women of color, gender non-conforming people, and people with disabilities strongly encouraged to apply. SisterReach is an EOE.

### **Compensation**

Position is hourly and based on experience.

### **To Apply:**

Please send a cover letter, resume and 3 references

Email: [cherisse@sisterreach.org](mailto:cherisse@sisterreach.org) (all contact regarding this position should be addressed to this email only. No phone calls please.)

Or by mail: Attn: Cherisse Scott, Founder and CEO  
SisterReach 1750 Madison Avenue, Suite 600 Memphis, Tennessee 38104

Position open until filled.