



Executive Assistant

Job Description

Report to: Executive Director

Classification: Part-time/non-Exempt

Salary: \$18.00/hr

Start Date: August 23rd, 2021

ABOUT PHEF: The Perinatal Health Equity Foundation is a Black female led, 501c3 nonprofit organization dedicated to eliminating disparities in Black infant and maternal health in New Jersey. We do this by providing direct clinical care, advocacy, policy, education, research, and community engagement. We are rooted in Reproductive Justice, Social Justice and created health equity for Black mamas. Our offices are based in East Orange and Orange New Jersey and provide support to the surrounding communities.

POSITION SUMMARY: PHEF is seeking an experienced Executive Assistant who will provide quality administrative support to the Executive Director and Board of Directors. The executive Assistant will have the ability to think proactively and respond quickly and efficiently and must possess strong administrative, written, and verbal communications, and organizational skills with the ability to prioritize projects and the needs of the organization while handling multiple priorities. Representing the organization in daily interactions with external and internal constituents, the Executive Assistant must be committed to the ideals and principles upheld by the Perinatal Health Equity. The ideal candidate will have a passion for supporting families through pregnancy, birth, and postpartum periods.

POSITION RESPONSIBILITIES:

- Provide email management and support
- Plans, manages, and ensures the Executive directors schedule is followed and respected.
- Mange incoming calls, follow-ups, and voicemail
- Schedule speaking engagements and conference presentations
- Follow up and maintain relationships with community partners
- Assist with travel logistics and booking
- Schedule internal and external meetings
- Event planning and management of internal and external events
- Light social media management
- Follow up with donors
- Develop and send out organizational newsletters
- Provide general administrative duties including filing, copying, and faxing
- Provide support the Board as needed
- Coordinate and schedule internal and external classes

- Works closely and effectively with the Executive director to keep them will informed of upcoming commitments and responsibilities, follows up appropriately.
- Order office supplies and other equipment as needed
- Organize and Maintain storage areas and supply rooms
- Other duties as assigned

QUALIFICATIONS & REQUIREMENTS

- Minimum High school diploma or GED.
- At least 2 years' experience working in and administrative assistant or executive assistant role.
- Excellent written and verbal communication skills.
- Employs creative thinking and a professional, solutions-oriented approach to their work.
- Highly organized with great attention to detail.
- Demonstrates and ability to execute on short-term, deadline-driven tasks daily ad well as important long term projects requiring collaboration with external constituencies.
- Proficient in G-Suite and Microsoft Office, Canva, MailChimp, Asana, and other online productive platforms. Quick to learn new platforms.
- Ability to be flexible in a changing work environment.
- Self-starter with ability to work independently and collaboratively.
- High level of discretion and confidentiality.
- Strong sense of professionalism and reliability.

UPHOLDS THE PHILOSOPHY OF THE PERINATAL HEALTH EQUITY FOUNDATION BY:

- Communicating questions about work assignments or deadlines with supervisors or appropriate team members.
- Demonstrated commitment to and experience working in reproductive justice, social justice, and racial equality centering communities of color in their approach to work.
- Breastmilk/human milk is the preferred feeding source for most infants
- Completion of projects and work assignments by assigned deadlines.
- Maintaining a high degree of professional ethics, which includes confidentiality of all client donor, volunteer & employee information, business strategies, etc.
- Utilizing work time efficiently and with integrity
- Contributing to self-development and professional growth by seeking opportunities to learn through journals, seminars, or special programs.