



## **Job Posting**

### *Executive Assistant/Office Manager – Chicago Office*

## **BACKGROUND**

Founded in 2005 at two schools in Louisville, KY, Blessings in a Backpack provides elementary school children who qualify for the federal free and reduced price meal program with a backpack of food to take home each weekend during the school year. Backpack food includes easy-to-prepare, ready-to-eat foods, such as granola bars, juice boxes, mac and cheese, and oatmeal.

Blessings' backpack program is executed through its network of program sites led by volunteer program coordinators. With support from Blessings in a Backpack's national office and community partners, program site volunteers secure food, fill backpacks and distribute backpacks each school week to children who face food insecurity.

Since its incorporation in 2008, Blessings has experienced 700% growth. Today, Blessings is a national organization serving more than 98,000 school children at over 1,000 schools in 47 U.S. states and Washington, D.C.

## **POSITION SUMMARY**

The EA/ Office Manager plays two key roles:

- Administrative/executive support to the organization's senior leadership team, primarily the CEO and the Director of Strategy and New Initiatives and occasionally other members of the leadership team and Board;
- Office administration, encompassing a wide range of support for the Chicago Office.

Supporting our executive team includes managing calendars and travel, preparing for board meetings, preparing for donor/funder meetings, preparing expense reports, preparing PowerPoint presentations, etc.

Office administration includes serving as Chicago Office receptionist, assisting with donor acknowledgement and mass-mailings, ordering office supplies, coordinating repairs and maintenance, and any other office tasks.

## **RESPONSIBILITIES:**

- Supports the Chief Executive Officer in carrying out the mission and vision of the organization
- Responsible for documenting all Board meeting minutes and ensuring it meets all regulatory standards

- Manages highly confidential and legal materials to ensure discretion and appropriate action
- Composes executive level correspondence for both internal and external recipients
- Manages receipt reconciliation and other minimal finance tasks as needed
- Takes part in various committees, task forces, and/or other organization wide projects.
- Interacts with vendors, staff, board members, and services offered by BIB.
- Creates reports, spreadsheets, flowcharts, tables, graphs and other forms of presentation as needed
- Reviews, answers and initiates correspondence.
- Assists in meeting planning and activities
- Performs administrative functions:
  - Typing
  - Filing
  - Copying
  - Maintenances of filing systems
- Maintains flexibility in work schedule to meet needs; some travel will be required
- Performs other duties as requested such as, but not limited to: event preparation, donor support, mass mailings, and various other projects.

#### KNOWLEDGE/SKILLS/ABILITIES

- Experienced Executive Assistant with prior experience working with a busy CEO and executive level staff
- Strong interpersonal skills and presentation skills including excellent written and oral communications
- Knowledge of standard office administrative practices and procedures, including the use of standard office equipment; Highly proficient in all Microsoft Office applications
- Ability to perform technical, specialized, complex and difficult office administrative work.
- Ability to portray the office of the CEO as approachable, accountable, professional and friendly.
- Ability to be critical self-thinker
- Ability to work under pressure in a fast-paced environment
- Ability to work independently with minimal supervision
- Ability to solve problems within the scope of role
- Ability to respond to common inquiries or complaints from vendors, regulatory agencies, and/or members of the business community with grace and professionalism
- Ability to effectively present information to senior management and/or board of directors
- Experience working in a community, not for profit setting.

#### **You will excel in this position if:**

- You're passionate about BIB's mission
- You enjoy working behind-the-scenes and have a positive project management can-do attitude.

- You are a self-starter and relatively self-managed. You take initiative to learn and ask for help when needed. You identify opportunities, prioritize and execute with minimal direction.
- You're comfortable creating a structure around new tasks or projects that have not been done before.
- You naturally connect with others and can build relationships with people from diverse backgrounds. You interact confidently with a variety of audiences and you can initiate and grow mutually beneficial relationships.
- You're an excellent writer and communicator.

## **REQUIREMENTS**

Minimum 3-5 years Executive Assistant, plus office admin experience position, and a Bachelor's degree.

## **BENEFITS**

Medical Insurance, Dental Insurance, Paid Personal Time, Paid Holidays, FSA Plan, 403(b) Plan.

To apply for this position, please send a resume, cover letter and salary requirements to: [recruiting@blessingsinabackpack.org](mailto:recruiting@blessingsinabackpack.org). Please note only those submissions that all included the will be considered. (No phone calls, please)

*We are an Equal Opportunity Employer and take pride in a diverse environment. We do not discriminate in recruitment, hiring, training, promotion or other employment practices for reasons of race, color, religion, gender, sexual orientation, national origin, age, marital or veteran status, medical condition or disability, or any other legally protected status.*