



## **Job Description**

### **Executive Administrative Assistant**

**Part-time**

**Posting Date: July 11, 2022**

#### **BACKGROUND**

Blessings in a Backpack (Blessings) mobilizes communities, individuals, and resources to provide food on the weekends for elementary school children across America who might otherwise go hungry. Each week of the school year, Blessings and its thousands of volunteers and partners send a bag of food home with children who, during the week, are fed by the free and reduced-price meal program.

During the 2019-2020 school year, approximately 88,000 children at over 1,000 schools across the country received a bag of weekend nutrition from Blessings in a Backpack each week.

#### **POSITION SUMMARY**

This position is a key administrative role with organization wide impact that combines support for the office of the Chief Executive Officer and Human Resources. In support of the office of the CEO, the Executive Administrative Assistant will perform a variety of administrative tasks to facilitate the CEO's ability to effectively lead the organization, while also coordinating with the Senior Leadership Team (SLT), acting as a liaison with the board of directors, and serving as the Chicago Office management lead. The Executive Administrative Assistant will have HR responsibilities that focus on enabling effective staffing, benefits administration, employee records management, HRIS utilization, onboarding, terminations, performance management, and culture.

The Executive Administrative Assistant is a direct report of the Chief Financial Officer. The is a part-time position of 20 hours per week, located in the Blessings Chicago Office.

#### **ESSENTIAL DUTIES AND RESPONSIBILITIES**

The Executive Administrative Assistant will ensure that the Blessings CEO and leadership, both staff and volunteer, are supported to effectively execute in their roles, the operational processes of HR are conducted in an efficient and compliant manner

Key responsibilities include:

Office of CEO Support:

- Assist with special projects requiring the design and production of documents and reports.
- Coordinate Blessings all staff meetings, SLT meetings, and company retreats.
- Support CEO meetings with information collection and dissemination, and presentation preparation, and the occasional scheduling.
- Act as a liaison and provide support to the Board of Directors. Arrange and handle logistics of board meetings and events; schedule meetings; draft agendas; develop, compile, and distribute meeting materials; record meeting minutes.
- Manage and maintain the Chicago Office, by ordering supplies, managing office equipment and utilities, handling mail and shipping, and communicating with building management.
- Manage corporate credit card reconciliations for the Chicago Office.

#### Human Resources:

- Ensure a high level of confidentiality and accuracy with electronic and paper employee records maintenance while leveraging the functionality of the HRIS platform
- Oversee benefits administration to include annual enrollment, enrollment changes, questions and problem resolution that require broker assistance.
- Coordinate the new hire process from offer acceptance to start date.
- Working with hiring managers, ensure the implementation of an onboarding plan for each newly hired employee as well as effective processes for exiting employees.
- Ensure that HR policy is communicated, interpreted, and applied consistently.
- Manage events and activities that reinforce the Blessings cultural direction, which may include life event recognitions, staff celebrations, gatherings, and other special initiatives.
- Assist with special projects that require survey design, distribution, analysis, and presentation development such as engagement, benefits, and pulse survey tools.
- Support the effectiveness of the performance management process through communication of annual calendar, monitoring of completed forms and form maintenance.

#### **BASIC QUALIFICATIONS**

- High School Diploma
- A minimum of three years' experience in executive assistance and administration, supporting and building effective work relationships with C-level executives
- Exposure to a broad range of HR operations, processes, and policy.
- Expert proficiency in Microsoft Office and the skill to design and edit graphic presentations and materials
- Demonstrated analytical skills, ability to think strategically

- Ability to multitask and adapt to changing circumstances in a fluid environment, while maintaining a service-oriented approach to solving challenges
- Demonstrated excellence in communications skills, both written and verbal, with strong presentation skills
- Demonstrated commitment to accountability, measuring outcomes, and a result-oriented culture
- Commitment to diversity, equity, and inclusion; diplomacy; and the ability to honor confidentiality
- Passion for the mission to make an impact on the lives of food insecure children in a fast-paced, entrepreneurial environment
- Ability to lift 25 pounds

### **PREFERRED QUALIFICATIONS**

- College Degree
- Non-profit sector experience
- Experience with a non-profit board of directors or advisory board

While this position is in the Chicago office, Blessings offers a hybrid work structure that allows for flexibility between working in the office and remotely.

### **BENEFITS**

Medical Insurance, Dental Insurance, Vision Insurance, Life Insurance, Short-Term Disability Insurance, Paid Time Off, Paid Holidays, Paid Winter Break, Summer Fridays, FSA Plan, 403(b) Plan

Relocation assistance is not available.

Interested individuals should send cover letter and resume to [carolb@blessingsinabackpack.org](mailto:carolb@blessingsinabackpack.org)

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