



LOOKING FOR A MISSION DRIVEN PROFESSIONAL!

Do you have what we're looking for? Apply today!

ASSISTANT TO THE CEO **FULL TIME, M-F 9AM-5PM** **SALARY COMMENSURATE WITH EXPERIENCE**

Must have excellent computer skills and enjoy working in a fast paced environment for a mission-driven agency.

Responsibilities:

- Manage administrative office
- Assist CEO with daily business operations and special projects
- Organize annual fundraising events
- Manage website and social media pages
- Design and prepare meeting agendas, presentations, letters, newsletters, marketing materials, flyers and invitations
- Manage executive department expenses
- Attend weekly, quarterly and annual meetings and take detailed minutes

Requirements:

- Bachelors degree
- Prior executive assistant experience
- Excellent Outlook and MS office knowledge (Word, Excel, PowerPoint)
- Graphic design skills
- Raiser's Edge skills preferred
- Excellent verbal and written communication skills
- Outstanding organizational and time management skills

To Apply: Send resume to jdaley@headinjuryassoc.org