



IN OUR OWN VOICES, INC.

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245 Lark Street, Albany, New York 12210

Job Title: Executive Assistant

Reports To: Chief Executive Officer

Salary Range: \$34,320 - \$42,120 per year

Job Type: Part-Time, Non - Exempt

Position Summary

The Executive Assistant provides high-level administrative support to the CEO and prioritizing their schedule to ensure smooth operations.

Role and Responsibilities

- Managing complex schedules, scheduling meetings, appointments, and prioritizing urgent matters.
- Screening calls and emails, responding to inquiries on behalf of the executive, drafting correspondence and presentations.
- Organize conference and seminars.
- Responsible for the distribution of agency mail.
- Booking flights, accommodations, and transportation for business trips.
- Editing and preparing documents, reports, presentations and expense reports.
- Setting up meeting agendas, preparing materials, and managing logistics.
- Assist with project coordination, tracking process, and ensuring deadlines are met.
- Maintaining strict confidentiality regarding all information.

Preferred

- Bachelor's degree with 3 years' experience or an associate's degree with 5 years' of experience.
- Experience in working with a non-profit organization.

Skills

- Excellent communication and interpersonal skills.
- Strong organizational and time management abilities.
- Proficient in Microsoft Office Suite, Google Drive and other relevant software.
- Detail-oriented with high accuracy standards.
- Ability to prioritize tasks and manage multiple demands.
- Professional demeanor and strong work ethic.
- Minimum of 3 years of administrative Assistant duties

Education

- Must have a High School diploma or degree from a vocational school
- Associate's degree preferred, Bachelor's degree a plus.

Physical Demands

- Ability to lift 50 lbs. unassisted

Working Conditions

- Prolonged sitting and computer use
- Close visual acuity required for detailed work on computer screens
- Frequent interaction with colleagues and clients via phone and email.
- Primarily in a quiet office settings with significant time spent on computer
- Ability to sit for extended periods with occasional breaks to move around.

Applicants who are bilingual and multicultural, identifying with the Transgender, Gender Non-conforming, and Non-Binary (TGNCNB), Women who have Sex with Women (WSW), and Young Men who have Sex with Men (YMSM) communities, are strongly encouraged to apply.

In Our Own Voices is an equal opportunity employer, and all qualified applicants will receive consideration for employment without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state or local laws.