



Position: Executive Assistant

Hours: Part Time: 10-20 hours/week to start with the possibility of increasing hours in the future.

Pay: \$22 - \$25/hour

Location: 628 Pleasant St. New Bedford, MA 02740.

Supervised by: Executive Director

About our Work:

The Women's Fund SouthCoast leads with an anti-racist intersectional equity lens to conduct research on the status of women and girls to inform our community investments. We provide grants to organizations moving the needle on gender, racial and economic justice. We collaborate on advocacy initiatives to ensure policies and programs reflect the needs and solutions of those most impacted.

About the role:

The Executive Assistant is a part-time position that will report to the Executive Director. The staff member primarily will help with administrative tasks related to day-to-day office needs, management of WFSC finances in Quickbooks, paying bills, organizing files and providing minutes at Board and Committee meetings.

Duties:

- Manages finances in Intuit Quickbooks (accounts payable and accounts receivable records, ensures that transactions are processed and entered correctly)
- Manages office supply needs on a weekly basis
- Reviews weekly development activity with the Operations Manager to ensure records are accurate and fundraising acknowledgements are sent
- Reviews and reconciles monthly financial statements
- Receives and audits invoices and ensures prompt payment of bills
- Monitors expenditures and processes payment requests for reimbursement/travel
- Prepares documents for financial audit with the Executive Director
- Works with payroll company for correct processing of payroll on a biweekly basis
- Prepares meeting agendas, Board packets, and takes meeting minutes

- Coordinate logistics for meetings including digital technology setup and other logistics as needed in office
- Manages schedule of the Executive Director in collaboration with the Operations Manager and Program Officer
- Other duties as determined by the Executive Director

Skills & Qualifications:

- High School degree required. Associates or Bachelor degree in business, finance or related fields or equivalent experience preferred.
- One to two years of experience managing nonprofit finances in Quickbooks required.
- One to two years of office administrative experience is preferred.
- Proficiency in Microsoft Office Suite required. Basic experience with Salesforce or other CRM tools preferred.
- Commitment to our mission of advancing gender and racial equity required.

Work Environment: This position is typically in-person with the opportunity to work remotely and have flexible hours with the approval of the Executive Director.

Physical Demands:

- May involve prolonged periods of sitting or working on a computer
- Ability to lift and manipulate up to 15 pounds, with or without reasonable accommodation

Reasonable accommodation may be made to enable individuals to perform the essential functions of the job.

Women's Fund Southcoast is an equal opportunity employer.

Please provide a resume and cover letter outlining your interest in this position and experience related to the job duties to Christine Monska, Executive Director at cmonska@womensfundsouthcoast.org.