



CELEBRATING 50 YEARS OF CONNECTING PEOPLE AND SERVICES

JOB POSTING

Position: **Executive Assistant to the President & CEO**

Hours Per Week: **TBD (Permanent Part-Time)**

Key Responsibilities

- Functions as the confidential secretary to the President & CEO, and provides administrative support to the President & CEO, management staff, and the Board of Directors
- Ensures office equipment, systems, and procedures meet the needs of the general operations, programs, and services of the Agency
- In coordination with the Finance Coordinator, acts as backup for the President & CEO as needed
- Performs additional duties as required by the collaboration between Richmond Cares, Richmond Gives and the Richmond Community Foundation

Required Education and Experience

- Completion of high school
- Previous experience as an Executive Assistant, preferably in the non-profit sector
- Background in insurance and benefits administration

Skills and Abilities Required

- Strong interpersonal and communication skills
- Fluency in written and verbal English, with additional languages considered an asset
- Proficient with MS Office tools (Excel, Outlook, Word, Access)

Other Position Requirements

- Must successfully complete a Criminal Record Check
- Occasional evening and weekend hours

Qualified applicants are invited to submit their resumes to **Ed Gavsie, President & CEO**, at egavsie@rcrg.org. We thank all candidates for their interest; however, only those invited to be interviewed will be contacted.

Date Posted: **April 22, 2022**

Closing Date: **May 6, 2022**