

Executive Assistant Job Description

Position Title: Executive Assistant

FLSA Status: Non-Exempt, Full Time

Core Program Competencies: General & Administration

Department Name: General & Administration

Supervisor's Title: Executive Director

Pay: \$15/hour

Benefits: Individual Retirement Account, Free Basic Health Insurance, Vision Insurance, Short Term and Long-Term Disability, Life Insurance, Tech Stipend, 11 Paid Holidays, 15 PTO Days, PSL

Location: Buffalo, NY

Organization Mission:

Our mission is to strengthen communities through a continuum of educational and financial resources, removing systemic barriers to economic equity for all Western New Yorkers.

Websites: www.wedibuffalo.org, www.westsidebazaar.com

Programs Overview:

WEDI fulfills its mission and vision through two focus areas: Economic Development and Education. WEDI's [Economic Development](#) focus area provides multi-faceted support to aspiring and early career entrepreneurs through two programs: [Microloans](#) and the [West Side Bazaar](#) (a small business incubator and community gathering space). Our [Economic Development](#) programs are available to economically disadvantaged adults earning 80% or less of the AMI (Area Median Income). WEDI's [Education](#) focus area supports English Language Learners (ELLs) to achieve literacy through four programs: [ENERGY](#) (elementary-aged students), [FLY](#) (middle schoolers), [Launch](#) (high schoolers), and [Peer Support Groups](#). WEDI's programs and services are available to underserved residents of Western New York including elementary and middle school-aged ELLs in the 14213 zip code ([ENERGY](#) and [FLY](#)) and students at Lafayette International Community High School ([Launch](#)).

Position Summary:

WEDI's Executive Assistant will be responsible for providing the Executive Director, Director of External Communications, Director of Operations, and Finance & Administration Director with administrative support and fulfilling pertinent duties. This position requires superb attention to detail, multitasking skills, calm, and professionalism.

VISION

All residents of Western New York can succeed and thrive in a culturally inclusive community.

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Key Responsibilities:

- Maintain the Executive Director's schedule
- Reception duties which include send outgoing mail for all departments
- Assist with event planning for special events
- Maintain board meetings, portal, scheduling, and board materials
- Prepare for Board, Executive Committee, and Task Force meetings by compiling the agenda and board materials to attendees
- Schedule, take minutes, host, and prepare virtual and/or in-person Board, Executive Committee, and Task Force meetings as well as handle logistics such as monitoring the chat box, admitting attendees in the waiting room, muting, sharing screens, etc.,
- File and maintain the Board, Executive Committee, and Task Force SharePoint sites and other records, such as digital files and rosters
- Ensure Salesforce is up to date, scanning, filing
- Assist with grants, reports, record retention, deadline compliance, filing, scanning, and obtaining signatures related to grants
- Special projects as needed

Required Qualifications:

- Ability to complete tasks quickly and on schedule; ability to manage multiple projects
- Competent and efficient in SharePoint, Google, Microsoft Office, Adobe Creative Suite, Salesforce, and other software applications
- Demonstrated problem-solving skills; willingness to learn on the job, flexibility
- High accuracy in work, organizational skills, attention to detail, and self-motivated
- Customer service skills

Preferred Qualifications:

- Experience assisting with office tasks
- Demonstrated customer service abilities
- Experience working in a non-profit, mission-driven organization
- Passionate about programming that empowers diverse, low-income communities

Please send a resume, cover letter, and writing sample to jobs@wedibuffalo.org.

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