

Position: Executive Administrative Assistant

Reports to: Executive Director

Hours: 9:00am to 3:00pm Monday-Friday

General Description:

Our Daily Bread (ODB), a 501c3 community soup kitchen in Denton for **18** years, serving an average of over **300** meals each day, has an immediate opening for an Executive Administrative Assistant. The Executive Administrative Assistant supports the Executive Director in all administrative tasks required for the efficient operation of the day-to day business of Our Daily Bread. To be effective in this position, you should have a detailed understanding of the full Microsoft Office suite, be extremely fast at solving problems and have prior experience as an executive or administrative assistant.

Executive Assistant Responsibilities:

1. Proven experience as an executive assistant or other relevant administrative support experience.
2. In-depth understanding of entire MS Office suite and Quickbooks.
3. High school diploma or GED.
4. Ability to organize a daily workload by priorities.
5. Must be able to meet deadlines in a fast-paced environment.
6. A proactive approach to problem-solving with strong decision-making skills.
7. Professional level verbal and written communications skills.
8. Licensed Texas Notary Public

Job Description:

1. Answering phones and routing calls to the correct person or taking messages.
2. Handling basic bookkeeping tasks.
3. Assisting with grant writing, fundraising, and other special events.
4. Filing and retrieving corporate records, documents, and reports.
5. Researching, recording and analyzing data to prepare documents for review and presentation by the Executive Director, Board of Directors, and other team members.
6. Preparation of documents for meetings and accurately recording meeting minutes as requested by the Executive Director.
7. Using various software, including word processing, spreadsheets, databases, and presentation software.
8. Reading and analyzing incoming memos, submissions, and distributing them as needed.
9. Performing office duties that include ordering supplies and managing a records database.
10. Maintaining employee time sheets and time off requests.
11. Opening, sorting and distributing incoming mail, faxes, and emails.
12. Updating and maintaining marketing materials including social media sites.

Application Procedures: Please submit resume and references to odbexecdirector@gmail.com.