



A 501(c)(3) non-profit organization.

EXECUTIVE ASSISTANT

Washoe Legal Services, a non-profit, public interest law firm is seeking an Executive Assistant to support the Executive Director.

Job Description:

The Executive Assistant serves as the primary point of contact for internal and external constituencies on all matters pertaining to the Executive Director. The Executive Assistant also serves as a liaison to the board of directors and senior management teams; organizes and coordinates executive outreach and external relations efforts; and oversees special projects. The Executive Assistant must be creative and enjoy working within a small, entrepreneurial environment that is mission-driven, results-driven and community oriented. Must have the ability to exercise good judgment in a variety of situations, with strong written and verbal communication, administrative, and organizational skills, and the ability to maintain a realistic balance among multiple priorities. The Executive Assistant will have the ability to work independently on projects, from conception to completion, and must be able to work under pressure at times to handle a wide variety of activities and confidential matters with discretion.

Qualifications:

The ideal candidate will have a bachelor's degree or the equivalent of 3 years qualifying experience (as it relates to the job duties), thrive in a fast-paced, deadline-oriented environment, be a strong communicator with a positive attitude, be service oriented, and be empathetic to the lives and struggles confronting low-income and vulnerable people in our community.

Job Duties:

The EA position completes a broad variety of administrative tasks using various software, including word processing, spreadsheets, and presentation software to prepare documents, reports and/or special projects for the organization and Executive Director including:

Executive Support

- 1) Providing administrative assistance, such as writing and editing emails, drafting memos and preparing communications on the executive's behalf
- 2) Maintain comprehensive and accurate corporate records, documents and reports
- 3) Organizing meetings, including scheduling, sending reminders and organizing catering when necessary

- 4) Answering incoming phone calls in a polite and professional manner and accurately taking messages
- 5) Assist in coordination of donor and partner stewardship
- 6) Welcoming executive staff visitors and identifying the purpose of their visit before directing them to the appropriate department
- 7) Managing the executive's day-to-day calendar, including making appointments and prioritizing the most sensitive matters
- 8) Coordinating travel arrangements and create trip itineraries
- 9) Assist with event planning
- 10) Grant reporting assistance

Human Resource Liaison

Coordinate Organization Staff Recruitment

- 1) Use established methods to recruit applications
- 2) Organize the resume and application process for employment
- 3) Administer the pre-employment process to include facilitating applicant review and scheduling interviews

New Employee Onboarding

- 1) Coordinate New Hire packet completion
- 2) Submit background check for employees and volunteers
- 3) Set up new hires in payroll system
- 4) Calendar and notify employees regarding benefits eligibility for health insurance, 401k, etc.
- 5) Create and maintain confidential employee records and files
- 6) Maintain Westlaw account for staff enrollment

Employee Benefit Liaison

- 1) Coordinate processing employee benefit eligibility documents and changes
- 2) Coordinate HMO gap insurance including notifications, cancellations, etc.
- 3) Serve as liaison with Washoe County Human Resources to coordinate annual open enrollment for health insurance for all f/t employees
- 4) Manage and coordinate Aflac open enrollment and set up employee meetings; review and authorize vendor invoices
- 5) Process payroll changes including deductions
- 6) Distribute 401K updates
- 7) Complete and submit benefit forms annually
- 8) complete employment verifications
- 9) Verify employment for staff who are applying for tuition repayment assistance/forgiveness programs
- 10) Provide proof of insurance letters
- 11) Coordinate separation process

Financial/Grant Assistance

- 1) Assist in preparation of payroll: review timesheets and payroll spreadsheet for grant compliance; request time sheet revisions when needed; submit payroll to vendor; process and clear payroll for approval
- 2) Assist with processing invoices
- 3) Prepare various spreadsheets for financial tracking at request of Executive Director
- 4) Performing minor accounting and bookkeeping duties as requested by Executive Director

Legal Program Assistance

- 1) Administrative duties related to the legal assistance to inmates and pretrial detainees' program for the Washoe County Regional Detention Facility.
- 2) Assist with legal cases as needed
- 3) Legal administrative duties related to specific programs as needed

Notes:

This is a fulltime position working 40 hours a week. Salary is depending on experience and qualifications between \$40,000 - \$50,000. WLS offers a generous benefits package which begins after 3 months (including paying 100% coverage for employee health benefits and 75% for dependents and a 401(k)-matching program), an excellent work-life balance, and the opportunity to gain valuable experience.

To Apply:

Please submit a cover letter and resume to Olga Garcia at ogarcia@washoelegalservices.org no later than January 15, 2021.