



*COMMUNITY ACTION AGENCY
OF SOMERVILLE, INC.*

Working to End Poverty Where We Live

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Job Announcement

Posted: January 19, 2012

Executive Assistant

Agency Background:

The Community Action Agency of Somerville (CAAS) is a private not-for-profit organization that has served low-income Somerville residents since 1981. CAAS delivers community-based human services while bringing people and organizations together to change the conditions that cause and perpetuate poverty. The Advocacy and Community Services Program provides assistance to the low-income Somerville community by providing advocacy, addressing housing problems and access to benefits and services, and through community organizing. The Head Start Program provides education, health, and other services to low-income pre-school children and their families. All positions at CAAS are reliant on sufficient funding.

Description of Executive Assistant Duties:

Assists the Director in managing her day-to-day schedule and tasks. Perform administrative tasks including, travel arrangements, and preparing and tracking expense reports. Prepare materials for presenting/meetings, including typing, proofreading, photocopying and distribution. Maintain order in filing system in the office.
Work with the Executive Director to manage all fundraising activities (communication with donors, cultivation activities, recruitment activities, potential event related opportunities, etc.). Support the Executive Director's ability to manage reporting responsibilities externally and internally. Resolve routine and some complex inquiries.
Manage supply ordering and the day to day running of the main front office. Administrative (part time) assistants will report to this position. Fill in at the main front desk when the need arises. Approval of invoices to be paid such as Staples, Nature Springs and Nutech, and other related daily office invoices. Update face-book and website for new information as needed. Manage the processing of the internal and external newsletters and other mailings to be sent out. Once a month attend agency board meetings and take notes. Communications with the board and outside agencies. Other duties upon request.

Qualifications:

Must have high level of Interpersonal skills to ensure confidential, effective, and accurate flow of all Information. Must be flexible and able to work effectively in a fast paced, highly visible environment. Previous experience working at the executive level a plus. Excellent command of English both verbal and written and bi-lingual in both English and Spanish is a requirement. Must have knowledge of office administrative procedures, and knowledge of use and operation of standard office equipment, at a level generally acquired through 5+ years related experience. Excellent expertise in Microsoft Word, Excel and PowerPoint. Excellent expertise of Outlook and calendaring preferred. Must be a self-starter, taking initiative to address business or tasks as needed.

Excellent organizational skills and follow-up skills required. Work requires continual attention to detail in composing, keying and proofing materials. Ability to work under pressure, handling multiple tasks at a time.

Must have demonstrated experience working in a diverse environment. Must be able to work well with groups of people in addition to working autonomously. Able to be diplomatic and professional in all situations. Must be able to work some evenings and weekends.

Salary based upon experience. Excellent benefits, 35 hours/week.

Deadline is February 17, 2012. Submit resume and cover letter to jkaron@CAASomerville.org and indicate that you are applying for the Executive Assistant position in the subject heading of your e-mail. CAAS values workplace diversity. CAAS is an AA/EEO employer.

Suzanne Bremer
Board President

Donna Cabral
Head Start Director

Jeffrey Karon
Finance Director

Kimberly Smith-Cofield
Executive Director

Dennis Fischman
Planning Director

Melissa McWhinney
Advocacy Director