

**Job title**

*Remake Talent - Assistant to the Executive Director*

**Reports to**

ED

**Job purpose**

To record, organize, and coordinate the flow of information into and out of the office of the ED to optimize the effectiveness of the organization and its community relations

**Duties and responsibilities**

- Listening and noting the structure of conversations in meetings, as well as the details that will require followup.
- Planning and scheduling the ED's work.
- Communicating with work teams via multiple platforms (Email, Slack, Google Drive and/or text)
- Researching, managing and collaborating on grants/funding opportunities.
- Simple bookkeeping

**Qualifications**

- Excellent written and verbal communications skills
- Excellent organizational, planning, and leadership skills
- Intermediate software skills (Office/iOS word processing and spreadsheets, Google Docs, Slack, Zoom, social media platforms)
- Must love people, process and performance
- Fast, flexible learner
- Quickbooks online basic bank feed, bills, and payments.
- Bilingual (English and Spanish) a big plus.
- Transportation/Driver's license required.

**Working conditions & physical requirements**

This job will require active work in and between office and meeting/job sites, as well as availability via Zoom.

**Direct reports**

None

**Last reviewed by**

*Stephen Sloan in October 2020*