

# **Finger Lakes ReUse Inc.**

## **Staff Position Description – Summary and Qualifications**

**Job Title:** Executive Assistant

**Reports to:** Chief Executive Officer

### **POSITION SUMMARY:**

The Executive Assistant carries out complex administrative tasks in a dynamic office setting. This position requires attention to detail and a high degree of discretion and judgment around sharing information with Finger Lakes ReUse staff, the Board of Directors, and the public. As an assistant to the Chief Executive Officer and Chief Operations Officer, the Executive Assistant is responsible for supporting various projects as needed and providing direct administrative support to ReUse office activities, including these 5 key tasks:

- Coordinate communications, meetings, and appointments on behalf of the CEO or COO
- Provide support to the development and fundraising activities of the organization
- Interface with staff, volunteers, customers, donors, and the general public
- Respond to general inquiries on behalf of the organization
- Embrace a willingness to be flexible, learn, understand, and maintain systems and procedures

### **REQUIRED QUALIFICATIONS:**

- Ability to work independently without direct supervision and to use discretion with sensitive information.
- Ability to communicate pleasantly and effectively with staff, volunteers, trainees, customers, donors, and the public.
- Ability to read, interpret, and follow verbal and written instructions with attention to detail.
- Ability to accurately and legibly complete forms and paperwork and maintain file systems with attention to detail.
- Minimum education not required.

### **PREFERRED QUALIFICATIONS:**

- Demonstrated experience with Microsoft Office Suite, Google Apps, and Salesforce or other Customer Relationship Management or database management software.
- Demonstrated experience in solving practical problems in a changing work environment.
- Demonstrated experience communicating pleasantly and effectively with diverse audiences.
- Previous experience working in or with not-for-profit organization(s).
- Ability to move about in the workplace to access file cabinets, office equipment, meeting rooms, etc., and able to work at a computer for prolonged periods.
- Graduation from an accredited college or university with an Associate's degree in office management, office technology, business administration or a closely related field and two (2) years of full-time paid clerical experience, or its part-time and/or volunteer equivalent, OR Graduation from high school or possession of a high school equivalency diploma and four (4) years of related experience OR an equivalent combination of training and experience.

*Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.*

### **COMPENSATION:**

Compensation for this full-time (35 hours/week) position will range from \$17.50 to \$21.00 an hour, based on experience. Finger Lakes ReUse is a certified Living Wage Employer and an Equal Opportunity Employer. Finger Lakes ReUse offers competitive compensation, health benefits, flexible work policies, and a collaborative work environment. We provide professional development opportunities and promote from within. As a result, you will find a culture that supports and inspires both professional and personal development.

Finger Lakes ReUse has a strong commitment to principles of justice, equity, diversity and inclusion, actively encourages applications from members of underrepresented groups. Candidates who share our commitment to creating an inclusive community space are encouraged to apply.

### **About Us:**

Finger Lakes ReUse is a charitable non-profit organization with a triple-bottom mission to enhance community, economy and environment through reuse. We work to engage diverse representation from the community in reuse activities and to serve as a model organization for other communities, contributing to local poverty relief, waste reduction, and providing meaningful work opportunities at all skill levels. Finger Lakes ReUse operates two locations open daily to the public (the Triphammer ReUse MegaCenter – 2255 N Triphammer Rd and the Ithaca ReUse Center – 214 Elmira Rd).

**Please email a letter of interest and resume to:** [jobs@fingerlakesreuse.org](mailto:jobs@fingerlakesreuse.org) **or mail to:** Finger Lakes ReUse, Inc., 214 Elmira Rd., Ithaca, NY 14850. Applications are available to fill out in-person at our locations.

**Application Closing Date:** Priority date of 1/05/24. Applications will be accepted until the position is filled.