



On a mission to succeed

Job Title: EXECUTIVE ADMINISTRATIVE ASSISTANT
Salary: \$25 per hour Part-time 20 hrs.
Reports to: Co-Executive Directors
Type: Part-time (20 hours) 9 am – 5 pm. Some weekend and evening work is required.

How to apply: Submit a cover letter and resume info@fastfathersandsonstogether.org with your name and Executive Administrative Assistant in the subject line.
The position will remain open until filled.

Fathers and Sons Together are looking for an Executive Administrative Assistant to join our team and play a crucial role in supporting the organization's work. Our work is centered on prevention vs. intervention. We are a youth development organization that focuses on family development, providing guidance, support, and nurture to families, specifically those of color. We promote lifestyle changes that support improved educational outcomes, improved health, and wellness. Furthermore, participants make better decisions while inspiring community advocacy and engagement from youth and parents alike.

What you should know about Fathers and Sons Together

Studies show that children who enjoy the support of an active father figure display better decision-making skills, are more likely to achieve academically, and do better in the workplace as adults—all of which contribute to the lowered risk of involvement in the criminal justice system.

FAST seeks to aid in creating these bonds by supporting fathers to be present, positive, and active, positioning our youth to become active and able participants in community life as they reach adulthood. Our focus: Education, Health & Wellness and Positive Social Change

Essential Job Functions:

POSITION OVERVIEW:

The Executive Administrative Assistant provides high-level administrative support to the executives, teams, and various organization departments. You will organize files, create correspondence, prepare reports and documents, manage data calendars, sort mail, and prepare general support, along with preparing invoices. This person will also greet visitors, be the organization's first point of contact, schedule and coordinate staff meetings and maintain executive calendars.

Responsibilities:

- Answer and manage phones.
- Create, file, and update documents.
- Managing databases.
- Basic bookkeeping.
- Maintain website content.
- Office Manager overseeing the day-to-day office functionality.
- Plan staff events and gatherings.

Desired Qualifications:

- High school diploma or higher.
- Professional and proficient computer and software skills.
- Proficient verbal and written communication skills.
- Interpersonal skills and experience working with teams.

DISCLAIMER: The statements contained in this job description are not necessarily all-inclusive; additional responsibilities may be assigned, and requirements may vary from time to time. Fathers and Sons Together is an Equal Opportunity Employer. Employment policies and programs are nondiscriminatory regarding race, gender, religion, age, national origin, disability, veteran status, or sexual orientation. People of color, LGBTQ individuals, and women are encouraged to apply.