



POSTING

Organization: United Way of the Midlands
Job Title: Executive Assistant –CIA and Finance & Administration
FLSA Status: Full Time, Exempt
Location: Omaha, NE

United Way of the Midlands is a great place to work. You see it in our people and the relationships they have with each other, our volunteers, donors and our community. United Way of the Midlands has served the Omaha-Council Bluff community for over 95 years. Working on behalf of thousands of donors, UWM's focus is to serve those living in poverty – helping our most vulnerable neighbors stand strong and work toward independence.

The Executive Assistant provides high-level administrative support to allow the SVP, Community Impact & Analytics and SVP, Finance and Administration to focus effectively on the leadership of their departments. Provides liaison between the Senior Vice Presidents and department directors, volunteer committees and community stakeholders. Provides excellent interpersonal skills and the ability to work well with outside constituents, key volunteers and internal stakeholders. Works as an integral member of both departments by handling information requests, coordinating events and meetings. Performs administrative functions such as preparing correspondence, receiving visitors, arranging conference calls, scheduling meetings and taking minutes.

Duties and Responsibilities:

General:

- Completes projects and special assignments for the executives
- Provides support to both teams by managing and maintaining schedules, appointments and travel arrangements.
- Tracks and prepares travel and expense reimbursements.
- Arranges and coordinate internal and external meetings and events including cabinet and committee meetings with responsibility for meeting materials, set up and minutes.
- Reviews departmental invoices and purchase orders for approval.
- Responsible for ordering all supplies for department staff/needs, meetings and events.
- Prepares invoices, reports, memos, letters, financial statements and other documents, using word processing, spreadsheet, database, or presentation software.
- Receives and interact with incoming visitors, represent both departments in a positive and professional way.
- Opens, sorts, and distributes incoming correspondence, including faxes and e-mail.
- Composes and types routine and confidential correspondence. Verifies reports and correspondence for accuracy with respect to information provided, punctuation, grammar, spelling and layout.
- Other duties as assigned.

Finance and Administration:

- Assists SVP, Finance and Administration with Team United and Finance committee meetings, events, requests, minutes etc.
- Coordinates internal and external meetings
- Assists with scheduling of independent contractor for office maintenance and projects
- Supports department staff as needed

Community Impact & Analytics:

- Maintains SVP daily calendar, schedules/coordinates internal and external meetings, and makes sure SVP has necessary prep/pre-meeting briefing materials
- Maintains SVP, CIA Department, and JAG Nebraska files
- Processes SVP, CIA Department, and JAG Nebraska expense reports
- Maintains JAG Nebraska classroom rosters and provide finance with necessary program information to support monthly invoicing
- Supports JAG Nebraska director with scheduling and other administrative responsibilities
- Prepares for and supports JAG Nebraska board meetings

Required Skills and Abilities:

- Proficient with Microsoft Office Suite or related software.
- Demonstrated ability to multi-task and to thrive in a fast-paced environment
- Strong communication and customer support skills
- Attention to detail and superior organizational skills
- Computer fluency with word processing, spreadsheet and database applications
- Excellent interpersonal skills
- High level of professionalism, confidentiality and capacity to work independently

Supervisory Responsibilities:

- This job has no supervisory responsibility.

Education and Experience:

- Bachelor's degree from four-year College or university preferred or relevant and comparable experience
- Two or more years related experience

Physical Requirements:

- Prolonged periods of sitting at a desk and working on a computer.
- Regularly reach with hands and arms and talk or hear.
- Occasionally required to walk; climb or balance and stoop, kneel, crouch, or crawl.
- Must occasionally lift and/or move up to 10 pounds.
- Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
- The noise level in the work environment is usually moderate.

Benefits:

- Shared health, dental and vision insurance
- Generous 401(k) Retirement plan
- Paid vacation and sick time
- Employer paid life and disability insurance
- Professional development assistance
- Tuition reimbursement
- Onsite cafeteria and gym
- Wellness Program

How to Apply:

Please submit your cover letter and resume to resume@UWMidlands.org

United Way of the Midlands is an equal opportunity employer, and all qualified applicants will receive consideration for employment without regard to race, color, religion, sex, national origin, disability status, protected veteran status or any other characteristic protected by law.

