

Harbor Interfaith Services, Inc. | Executive Assistant | Job Description

Harbor Interfaith Services (HIS) is a non-profit organization based in San Pedro, with a mission to provide food, shelter, transitional housing, childcare, and support services to the homeless and working poor in the South Bay area of Los Angeles, Service Planning Area (SPA) 8.

Harbor Interfaith Services is looking to add a full time **Executive Assistant** to our team. This position will work closely with the Executive Director to handle all clerical duties for HIS administration and to manage the front office.

Key responsibilities:

- Composing and typing all correspondences for the Executive Director and other staff as assigned
- Maintaining the Executive Director's calendar
- Answering telephones and routing calls to the correct person
- Greeting onsite visitors
- Attending monthly Board of Directors meetings and taking accurate minutes
- Organizing and scheduling internal management and offsite staff general meetings
- Sorting and distributing mail
- Making weekly bank deposits
- Keeping a systemized filing system of all data and correspondences.
- Ordering supplies and maintaining office equipment and completing other duties as assigned.

We would like to speak with you if:

- You have an Associate of Arts degree or 3 years of office experience.
- You're proficient in MS Office – Word, Excel, and Outlook.
- You have the ability to work well with others.
- You have excellent organizational skills.
- You have excellent computer skills.
- You have excellent time management skills.
- You have excellent written communication skills.

About Harbor Interfaith

We offer an inclusive environment where all are empowered to share their diverse perspectives and experiences so we can ultimately be better together. Our policies, practices, programs, activities and decisions regarding employment, hiring, assignment, compensation, and volunteerism are not based on a person's race, color, sex, age, religion, national origin, mental or physical disability, ancestry, military discharge status, sexual orientation, gender identity or expression, marital status, parental status, housing status, or other protected status.

If you are interested in this position, please send your resume and contact information to the attention of Human Resources at hr@harborinterfaith.org.

Harbor Interfaith Services is an at-will employer, meaning we or our employees have the right to terminate the employment relationship at any time, for any reason, with or without cause.