



## Executive Administrative Assistant

Virtual - Kansas City Metro and surrounding areas

Shirley's Kitchen Cabinet is seeking a highly-skilled Executive Administrative Assistant who thrives within small, entrepreneurial environments that are mission-driven, results-driven, and community-oriented. The ideal candidate will have the ability to exercise good judgment in a variety of situations, with strong written and verbal communication, administrative, and organizational skills, and the ability to maintain a realistic balance among multiple priorities. The candidate hired for this position will ultimately be responsible for defining and documenting this role and its processes in coordination with our Founder and President. This role is part-time (20-30 hours per week). The rate of pay is \$15-\$25 per hour depending on experience. **COVID-19 Precautions:** Remote interview process and work environment.

### RESPONSIBILITIES

- The ideal candidate will have the ability to exercise good judgment in a variety of situations and provide complex administrative support to the Founder and President
- Review, prioritize, direct, and delegate a wide variety of complex and confidential requests that are presented to the executive for consideration. May plan and schedule work and direct other staff to deliver support
- Provides executive administrative support to include managing calendars, making travel arrangements (domestic and international) to include initiating and responding to meeting requests, as well as ensuring that executives have appropriate amounts of unscheduled time and travel time based on the executive's personal preference for time management.
- An ability to work independently on projects, from conception to completion, with little oversight. Must be able to work under pressure at times to handle a wide variety of activities and confidential matters with discretion.
- Other duties as assigned

### REQUIREMENTS

## EXECUTIVE ADMINISTRATIVE ASSISTANT

UPDATED 02.08.21

- A high-school diploma or equivalent and 5+ years of proven work experience as a Senior/C-Level Executive Assistant, Executive Administrative Assistant, or similar role is required
- This role requires the utmost level of time management, attention to detail, interpersonal skill, and confidentiality
- The ideal candidate will be team-oriented, trustworthy and discreet, professional, and focused
- Experience with data systems management and financial reporting systems is required
- Experience with office management and cloud-based systems, including but not limited to social media platforms. Advanced Microsoft Office, spreadsheet proficiency (5+ years) is required. Canva or Adobe Design Suite experience a plus!

### TO APPLY

Interested candidates should email their resume and cover letter to [hey@shirleyskitchencabinet.org](mailto:hey@shirleyskitchencabinet.org). Please use “Executive Assistant - Your Name” as the subject line. No phone calls or agencies, please. Shirley’s Kitchen Cabinet is an equal opportunity employer.

### ABOUT SHIRLEY’S KITCHEN CABINET

Shirley's Kitchen Cabinet is a nonpartisan organization dedicated to amplifying the voices and power of Black women through education and advocacy, so they can be effective advocates for the issues that matter to them and the communities they serve. To learn more, visit us at [www.ShirleysKitchenCabinet.org](http://www.ShirleysKitchenCabinet.org).