



**HALEY HOUSE**

## **Executive Assistant**

**\*\* This position is primarily on-site with the possibility of working remotely one day a week based on organizational needs.\*\***

### **Status: Part-Time, Hourly**

### **About Haley House**

Haley House uses food with purpose and the power of community to break down barriers between people, empower individuals, and catalyze systemic change. Through a unique integration of direct services and social enterprises—including a soup kitchen, food pantry, bakery café, urban farming, housing, and reentry programming—Haley House is committed to food justice, economic opportunity, and community development rooted in dignity and equity.

### **Position Overview**

The Executive Assistant is a key administrative partner to the Executive Director, providing high-level support to ensure effective organizational operations and execution of strategic priorities. The Executive Assistant will manage calendars, coordinate meetings and communications, board engagement activities, and assist with special projects across the organization. This is a dynamic role for a highly organized, detail-oriented professional who thrives in a mission-driven, fast-paced nonprofit setting.

### **Key Responsibilities**

#### **Executive Support**

- Manage the Executive Director's calendar, schedule meetings, and coordinate logistics for internal and external engagements.
- Prepare materials, agendas, and presentations for meetings and events.
- Draft, proofread, and manage correspondence and communication on behalf of the Executive Director.
- Monitor and prioritize emails, calls, and other requests to facilitate timely follow-up and responsiveness.

#### **Board and Development Support**

- Serve as a liaison to the Board of Directors, coordinating meeting schedules, materials, and minutes.
- Maintain organized records of board documents and governance materials.

#### **Administrative Coordination**

- Support organization-wide administrative systems and document management.



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- Assist with scheduling and coordination of team meetings, and cross-departmental initiatives.
- Manage organizational contacts and support data entry and reporting functions as needed.

### **Special Projects**

- Assist with the execution of strategic initiatives and time-sensitive projects led by the Executive Director.
- Provide research and administrative support for new initiatives, partnerships, or communications.

### **Qualifications**

- 3+ years of relevant experience in an administrative or executive assistant role; nonprofit experience strongly preferred.
- Exceptional organizational and time management skills, with the ability to manage multiple priorities and projects simultaneously.
- Excellent written and verbal communication skills.
- High level of discretion and professionalism when handling confidential information.
- Strong interpersonal skills and a collaborative approach to working across teams.
- Proficiency in Microsoft Office Suite, Google Workspace, and comfort learning new tools (e.g., donor databases, project management software).
- Commitment to Haley House's mission and values of social justice, equity, and community empowerment.

### **Compensation and Benefits**

- Compensation range: \$24-29 per hour. 20 hours per week
- Comprehensive benefits package including health insurance, PTO, professional development opportunities, and retirement plan options

**Haley House is an equal opportunity employer committed to building a diverse, equitable, and inclusive workplace. We believe that a wide range of perspectives strengthens our ability to advance food justice and community empowerment. We strongly encourage applications from people of color, immigrants, individuals returning from incarceration, people with disabilities, LGBTQ+ individuals, and candidates from historically marginalized communities. All employment decisions are made without regard to race, color, religion, gender identity or expression, sexual**



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**orientation, national origin, age, disability, veteran status, or any other protected characteristic.**