

Ocala/Marion County - Position Open and ready to hire!

Job Title: Executive Assistant

Job Summary: The Executive Assistant is a support staff for the Chief Executive Officer of an Ocala non-profit organization. This position serves with the senior management team to aide with administrative tasks and fund-development. While this position answers directly to the CEO, the Executive Assistant works as a team with the Directors to ensure that the organization is operating efficiently. This position is the primary marketing agent for the organization.

Job Responsibilities:

- Assists CEO with donor management and retention, and promotion of organization
- Assists with Monthly Newsletter; publication and distribution
- Creates marketing materials including video production
- Manages social media for the organization
- Works with CEO to develop and execute an annual fund-development strategy
- Assists with fund-raising events; serves as historian and collects photographs of event.
- Works with staff to track and do follow-up for local food drives and other major in kind donations
- Builds and maintains a database of contact groups for mass communication
- Assist with target fund-raising events
- Assists with regular board and committee meetings
- Assists CEO with local and federal grant reporting requirements as needed.
- Other duties as assigned

Qualifications:

- Minimum of 2 years post-secondary education (Bachelors preferred)
- Experience in research, data analysis, public relations and report writing
- Proficient in Microsoft applications such as Excel, Word, and Outlook as well as social media
- Capable and willing to learn appropriate accounting software and data management programs
- Exhibit excellent communication, organizational and planning skills
- Valid FL Driver's License and reliable transportation
- Demonstrated communication skills, both oral and written
- Experience in a nonprofit organization

Salary Range: \$15-\$17/hr.; 40 hour week; some benefits after 90 days.

Send Resume to: Karla Greenway at Karla@iesmarion.org or mail to P.O. Bo 992, Ocala, FL 34478.