



Administrative Assistant

FLSA Status	Exempt
Reports to:	CEO
Supervises:	n/a
Salary Range:	\$45,000-65,000

JOB SUMMARY

The Executive Assistant provides comprehensive administrative and clerical support to the CEO and Senior Leadership Team ("SLT") of Daystar Kids ("The Agency"). With a highly organized, proactive, and detail-oriented approach, this role ensures that Agency leadership are able to function optimally to meet deadlines and deliverables. The Executive Assistant will also be part of the agency operations support team and thus, may be asked to provide coverage and assistance to meet the operational needs of the Agency. The Executive Assistant will act as an ambassador for the organization, providing the highest level of customer service to both internal and external stakeholders.

ESSENTIAL FUNCTIONS

Administrative Support

- Manage calendars, coordinate appointments, room/office scheduling and off-site meetings for SLT.
- Handle incoming calls, emails and other correspondence on behalf of the CEO.
- Create, edit and modify documents, correspondence, reports, memos, presentations and emails for SLT as requested.
- Provide administrative and clerical support to SLT including, but not limited to printing, scanning, faxing, mailing, preparing meeting materials, correspondence and filing.
- Prepare documents, reports and contracts for execution by SLT and/or Board.
- Take minutes at meetings and distribute. Follow up with attendees on action items as requested.
- Set up rooms for meetings; may require ordering and picking up food.
- Assist CEO and Board President with preparing for Board meetings including scheduling, meeting notices, and distribution of materials and minutes.
- Provide coverage for the Receptionist and other staff as needed.

Special Projects

- Support internal and external events, fundraisers and meetings
- Provide assistance to SLT on projects including monitoring timelines, deadlines, deliverables, and gathering documents and data.
- Assist in preparing presentations and reports.

EDUCATION & EXPERIENCE

- HS Diploma or equivalent required. Bachelor's Degree preferred. Additional years of experience may be substituted for higher education.

- Minimum of three (3) years' experience in a related role supporting senior-level staff.
- High level of proficiency in Microsoft Office Suite (Word, Excel, Power Point, Outlook) and other relevant software.
- Experience in the not-for-profit sector a plus.

KNOWLEDGE, SKILLS & ABILITIES

- Passion for Daystar Kids mission and impact.
- Ability to maintain the strictest confidentiality and exercise discretion in handling of sensitive matters.
- Strong organizational skills that reflect the ability to perform and prioritize multiple tasks seamlessly.
- Demonstrates outstanding written and verbal communication skills.
- Ability to achieve high-performance goals and meet deadlines in a fast-paced environment.
- Exceptional interpersonal and customer service skills.
- Commitment to building relationships at all levels.
- Embraces Daystar Kids culture with systems knowledge to support it.

PHYSICAL DEMANDS & WORK ENVIRONMENT

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions.

- The employee must occasionally lift and/or move up to 50 pounds.
- The employee must be able to climb stairs
- The employee must be able to regularly stand for long periods of time, sit, bend and assume postures in low positions.
- The employee is regularly required to move from a seated position to a standing position promptly.
- The employee is regularly required to use hands; reach with hands and arms and talk or hear.
- The noise level in the work environment is usually high
- The employee is expected to work on-site in an office environment

I can, with or without reasonable accommodation(s), perform the essential functions of this position:

Employee Name

Employee Signature

Date

Date Created/Revised: 6/11/2025