

## Executive Assistant to the COO

Want to make a difference? Fahe is on a mission to eliminate persistent poverty in Appalachia. Our unique collaborative model connects a Network of local, regional, and national leaders, all working together to uplift our nation's rural places. Since our inception in 1980, the Fahe Network has served more than 375,000 people, made over \$609 million in direct investments, and achieved a total cumulative financial impact of over a billion dollars in Appalachia.

### **Job Summary:**

The Executive Assistant provides project management, operational coordination, and administrative support to the office of the Chief Operations Officer/Executive Vice President, and programmatic support to positions reporting to the COO. This position is responsible for providing logistics for the office and staff of the COO, and research, coordination, and follow-up on special projects. The Executive Assistant is responsible for monitoring assigned activities, document and data management, and serving as liaison of COO with members, investors, funders, stakeholders and staff.

### **Essential Duties and Functions:**

- Provide administrative support, operation coordination, and project management to the office of Chief Operations Officer/ Executive Vice President
- Programmatic support to positions reporting to the COO
- Providing logistics for the office and staff of the COO
- Research, coordination, and follow-up on special projects
- Monitoring assigned activities
- Document and data management

### **Requirements for this position include:**

- Must have 4-6 years' experience
- Excellent communication skills, written and verbal
- Outstanding interpersonal skills
- Ability to work independently and collaboratively
- Strong organizational skills with strict attention to detail
- Self- motivated
- Lifelong learner
- Professional demeanor

- Knowledge and proficiency working with MS Office applications
- Travel 1-2 days a month in the Appalachian area

**Preferred Education and Experience:**

- Bachelor's Degree required
- Basic administrative duties
- Organizational skills
- Assigning, managing and coordinating activities of staff
- Active Listener
- Interpersonal Skills
- Dealing with a diverse group of external and internal contacts at all levels

Fahe is an Equal Opportunity Employer seeking applicants who can bring diverse viewpoints, experience, talents, and culture to promote our organization's mission of eliminating persistent poverty in Appalachia. We offer a diverse work environment with competitive salaries and excellent benefits. Visit [www.fahe.org](http://www.fahe.org) to learn more about Fahe.

Qualified candidates may submit a resume and cover letter to [hr@fahe.org](mailto:hr@fahe.org) or mail to Fahe/ATTN: Human Resources; 319 Oak Street; Berea, KY 40403.