

Senior Administrative Assistant

Join our growing team working to build stronger communities in Appalachia! Fahe is on a mission to eliminate persistent poverty. 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 535,000 people, made \$784.8 million in direct investments, and achieved a total cumulative financial impact of over a billion dollars in Appalachia.

Job Summary:

We are looking for an experienced Senior Administrative Assistant to join our team. The Senior Administrative Assistant will perform a variety of administrative tasks, including managing multiple email accounts and calendars, scheduling appointments, planning meetings, and managing a small remote office.

For this position, the applicant should be able to use his or her organizational skills to manage personal office space and time, as you will collaborate with external contacts and colleagues in a fast-paced environment. The applicant should also have excellent verbal and written communication skills.

Ultimately, the Senior Administrative Assistant should be able to support our Executive Office, which includes the CEO and Chief of Staff to the CEO, and ensure our day-to-day office and administrative operations run smoothly.

Essential Duties and Functions:

- Support Executive Office with daily clerical tasks
- Work both alone and with the team to plan and prepare for meetings and take then detailed minutes.
- Answer phone calls, provide information to callers or connect callers to appropriate people
- Schedule appointments and update calendar for CEO
- Make travel arrangements and reservations for Executive Office
- Compose and type regular correspondence, like invitations and informative material
- Triage CEO's emails on a daily basis, ensuring that regular updates on important emails can be given proactively
- Create spreadsheets and presentations
- Complete needed financial reports, including monthly Visa statements, reimbursements, and invoices to be paid

- Develop, implement and improve office policies and procedures
- Purchase supplies for staff and serve as main contact for work conducted at the Hamburg Office.
- Assist in hospitality planning and execution for meetings.
- Facilitate Executive Office Work Plan and plan Executive Office Work Days.
- Support the Executive Office with regards to the Board of Directors.

Requirements for this position include:

- Proven work experience as a Senior Administrative Assistant, Virtual Assistant, or Executive Administrative Assistant
- In-depth understanding of office management and daily operations
- Hands on experience with MS Office, including Word, Excel, and PowerPoint
- Advanced understanding of MS Outlook, including email and calendar functions
- Working knowledge of office equipment, like printers and conference room audio/visual components
- Excellent verbal and written communication skills
- Strong organizational and time-management skills

Preferred Education and Experience:

- High School degree required
- Bachelor's degree would be a plus
- Additional qualification as a personal assistant or secretary will be a plus

For the past three years, our staff nominated Fahe has one of the top 100 Best Places to Work in Kentucky. 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 to learn more about Fahe.

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