



POSITION: Executive Assistant Location: Cedarville, OH
Volunteer - Part-Time – Thursday 1-5pm – Hours can be negotiated
Payrate in future: \$15 Hourly – No medical, vacation or retirement benefits

The mission of EmPowering The Differently Enabled is to provide practical everyday help through consultation, information and service for those living life with differently enabled people. Our vision is simple: That every differently enabled person and their families will find hope, no matter their situation, realize they can have a fulfilling life and even be able to laugh a little through the peace and power of Jesus.

EmPowering The Differently Enabled is a 501(c)3 charity serving others with four pathways:

Pathway 1. Entrance Ramp – A Pathway to Hope: Sharing the Gospel message through Emily's motivational speaking, blogging, vlogging, writing a children's book and Emily's memoir/self-help book.

Pathway 2. Establish your own Personal Achievement Council or PAC. A PAC is like having your own Personal Board of Directors. The PAC's goal will be to provide a "road map" for families in the following areas: Spiritual, Emotional, Medical, Educational, Financial, Transportation and Develop Daily Personal Care Teams by Creating a written step-by-step daily care plan, frame out a weekly schedule for flexibility, help access funding, create By-Laws for a strong team and host events to feed into the lives of those who are helping daily.

Pathway 3. Bridge To Independence: Durable Medical Equipment Showroom: Obtain, create or adapt existing Durable Medical Equipment. (Yet to be built in visionary stage)

Pathway 4. Rest Area at Harriet's Hospitality House. (Yet to be built in visionary stage)

Job Summary

As an executive assistant, you will contribute directly to this cause by working alongside our Executive Director and at times the executive staff to facilitate communication and execute planning. We are looking for an individual who takes initiative to expedite the details, thus enabling our company's leaders to contribute their best performance to achieve organizational directives. As a valued assistant, you will be the foundation for strong performance, efficient processes, and successful outcomes. If you find satisfaction in helping others, organizing, and working as part of a team, this is a promising opportunity for you!

Job Responsibilities

Act as a liaison between staff members and executive leaders to ensure important information is communicated.

Keep an organized schedule of events, meetings, travel itineraries, conference calls, keeping projects documented and other communications to confidently debrief executives on such plans.

Participate in standard advisory duties such as sending emails and other electronic correspondences, scanning, copying, scheduling, and running errands.

Write, draft, and edit important data such as documents, reports, proof letters, and memos.

Search for new Board of Directors in 2024.

Electronic Filing of Documents.

Receive and unpack deliveries.

Receive guests.

Event Planning.

Required Job Skills & Qualifications

Schedule Flexibility – The position will be on-site; hands on in the office

Joyful and Adventurous spirit 😊

Superior writing and communication skills

Excellent Time management skills

Strong organizational skills

Extraordinary people skills

Working knowledge of Microsoft Word and Excel Spreadsheets, One Drive and Canva Design Space and scanning documents into .pdf format.

Additional Responsibilities

Willingly step up to take on new responsibilities or to help a co-worker complete a task.

Work collaboratively with fellow employees to achieve identified goals and objectives.

Communicate effectively, both verbal and in writing. Share information and demonstrate the ability to listen openly and empathetically to others.

Contribute to a positive work environment by treating others with fairness and respect.

Support the relationship between our organization and the community by demonstrating respectful, courteous, and cooperative behavior when interacting with Participants, visitors, and other employees.

Comply with organization policies and procedures.

Contribute to fulfilling the organization's mission, vision, and core values by implementing them into daily practice.

Actively look for ways to assist people and flexible spirit.

Effective time management; assess and prioritize tasks and work within deadlines to complete tasks.

Requirements

Must have valid Driver's license, Social Security Card and acceptable driving record, and deemed insurable.

Knowledge on how to apply for Grants would be a perk!

Ability to communicate clearly and professionally (orally and in writing) with team members.

Must be able to manage one's time and prioritize tasks despite competing demands.

Background Check

Physical Demands:

Ability to lift 25 pounds.

Operates a computer, printer and keyboard/repetitive finger movement.

Working Conditions: Onsite - Home office environment in Cedarville, OH

Smoke-free working environment

Acts as a role model inside and outside of the organization

Performs other duties deemed necessary for the benefit www.edehope.org

Coffee and Scones abound: Psalm 34:8