

Executive Assistant – Trans Unity Coalition (TUC)

Volunteer Position | Unpaid | Remote

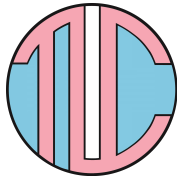
Role title: Executive Assistant. May be referred to as exec. asst. or EA.

Primary Division: Administrative Team

Reports to: Current Executive Director (ED)

Duration: Ongoing, indefinite

Great early experience for: Administrative assistant, office coordinator, program assistant, policy assistant, HR coordinator



Duties:

General Provision: The following duties are non-exhaustive. Additional needs may be incorporated as this role develops. All duties and responsibilities pertaining to the EA role are subject to change at the discretion of the non-profit ED, but will be best kept in line with the essential needs of the administrative team and its resources.

Scheduling: Assist with email or phone correspondence related to scheduling meetings.

Email: Help draft email templates, check general inbox for important messages, escalate review times for correspondence based on priority. Follow-up on executive CC's for continuing conversations.

Note-taking: Sit in on meetings and record detailed, thorough notes.

Interdepartmental: Provide updates on reports, concerns, and proposals from other teams, acting as a relay between executive leadership and team management.

Document filing and retention: Assist with filing or submission of various applications, and records storage of receipts, contact information, and other documents.

Office Duties: Provide additional light task work as needed such as badge lamination, envelope stamping, coordinating printing arrangements.

Time Expectation: EA should expect up to approximately 2-5 volunteer hours per week. This can vary based on changes in demand, with accommodations discussed in advance.

Additional Terms:

Acting Authority: Under these stipulations, the ED has final say and decision-making authority over role changes and new assignments.

Role Flexibility: This volunteer role serves to further expand the administrative team, as the collective team at TUC fleshes out various needs and duties during its development as an expanding non-profit organization.

This role also provides for role flexibility while acknowledging that due to TUC's many needs across several teams, the ED ultimately has final say regarding role need, direction, and decision-making. To accommodate this relationship, the ED aims to provide listening space for the purpose of learning how to improve this role.