

## **Executive Assistant / Office Manager**

The Executive Assistant (EAOM) manages the day-to-day administrative operations of a small office. S/he reports directly to the President & CEO and will share operational leadership with the President & CEO.

**Responsibilities:** The responsibilities of the EAOM include but are not limited to:

### Finances and Bookkeeping

The Executive Assistant / Office Manager will coordinate payroll and benefits with our external payroll company; perform bookkeeping functions and coordinate as needed with the financial management consultant; assist the President & CEO in monitoring the financial health of the organization and the preparation of Healthy Smart Homes, Inc., annual audit and documents required in compliance with statute and in the best interest of the organization.

### Records / Data Management

The Executive Assistant / Office Administrator will ensure maintenance of up to date data files necessary for President & CEO and Specialist and Managers to comply with all grant submissions, contracts and various other agreements with government agents, private funders, and other parties reporting.

### Office Management

The Executive Assistant / Office Manager will manage day to day office functions including maintaining Healthy Smart Homes, Inc., mail, office supplies equipment, and reception, including providing back up for client intake calls.

### Fundraising / Development / Communications

The Executive Assistant will coordinate all development and internal communications. Executive Assistant / Office Manager will assist with all fundraising/development activities. The Executive Assistant / Office Manager assists with the design, production, maintenance and distribution of electronic and printed publications, presentations and informational materials which represent or promote Healthy Smart Homes, Inc.,

### Qualifications:

- Several years of professional experience in a nonprofit or small firm setting.
- At least three years experience in financial management for budgets under \$1 million.
- Highly detail-oriented administrative skills, including thorough record-keeping legal administration and for reporting to government and private funders.
- Passionate commitment to environmental health and ensuring families and families with children are safe from environmental toxins that will impact their health.
- Exceptional project management skills, with the ability to set priorities, plan tasks, and manage multiple projects simultaneously with strong attention to deadlines.
- Reliable, personable, and outgoing, able to work independently while part of a interrelated, small team environment.
- Advanced Windows, Office Suite, databases, and Internet application skills.
- Bachelor of Arts degree desired

Salary based on experience.

Healthy Smart Homes, Inc., is an EOE. HSH has an excellent benefits package. If you are interested in the position, please send your resume and cover letter to: [healthysmarthomes@yahoo.com](mailto:healthysmarthomes@yahoo.com)