

Posting Information

Position Title: Executive Assistant

Position Type: Full-Time Employment

Position Location: Utah County, Utah

Position Pay: \$50,000-\$65,000

Hiring Manager: Belinda Olsen | hr@saprea.org | 385-262-7253

Organizational Purpose

We empower healing for individuals who were sexually abused as children or adolescents through retreats, support groups, and online resources. We educate and engage parents and caregivers to protect children from sexual abuse through community and online resources. We drive awareness to motivate individuals to take action against child sexual abuse.

Qualifications

We are seeking an Executive Assistant to the Executive Director. This position will include all tasks related to managing the Executive Director's schedule, preparing meeting agendas, attending meetings on the Executive Director's behalf, and facilitating collaboration between the Executive Director and all direct reports. In addition, the Executive Assistant will also help manage interactions and speaking engagements for the Executive Director in the local community. Approximately 30% of this position's role will also be spent providing support to the Retreat Logistics Manager, and approximately 10% of the job duties assigned to this position will be general office assistance in nature (for example, assisting with supply orders, managing shipping between our office locations, etc.).

Educational/Professional Requirements

- High School Diploma or equivalent work experience

Experience Requirements

- 3+ years of administrative support at an executive level.
- Strong organizational skills that reflect the ability to perform and prioritize multiple tasks seamlessly with excellent attention to detail.
- Be a proficient user of Microsoft products, including Teams, Outlook, PowerPoint, Word, and Excel.
- Logistics experience is a plus.
- Experience working with Mac computers is a plus.
- Non-Profit experience is a plus.

Responsibilities

- Oversee and maintain the Executive Director's calendar, including internal and external scheduling.

- Research and book community engagement opportunities for the Executive Director, collaborating with our internal Community Outreach team.
- When assigned, represent Executive Director in meetings, take minutes, and liaise on internal communication.
- Maintain both client and employee confidentiality in all communications, both internal and external.
- Support Office Administration, including but not limited to facilities management, general office support for the Utah location, as well as the flexibility to manage other projects as assigned.
- Work well as part of a team and contribute to a positive work environment, engaging with peers, colleagues, and retreat participants in a manner that invites interaction and feedback.
- Documentation support, including writing processes, auditing guidelines, and supporting overall strategic planning related to administrative workflow.
- Assist with Saprea retreat logistics, including weekly retreat set up and take down at Springville location, inventory management assistance, and other duties as requested.

Benefits

- Hybrid work schedule
- Flex Time
- 10 paid holidays
- Paid time off
- Parental leave
- Health insurance
- Health savings account
- Flexible spending account
- Dental insurance
- Vision insurance
- Life insurance
- 401(k)
- 401(k) matching
- Professional development assistance
- Complimentary off-site health facility
- Employee assistance program
- 15-30 minutes dedicated each day for staff mental health
- Meals provided during hours worked at retreat