



Executive Assistant
Live & Learn AZ

Title: Executive Assistant	FLSA Status: Exempt-Salaried
Classification: Part Time	Reports to: Director of Operations
Location: In-office/ Hybrid	Date of Last Revision: 3/30/26

Mission

To empower women to break the cycle of generational poverty.

Position Summary

The Executive Assistant supports the administrative functions of the agency, ensuring smooth daily operations and assisting with organizational needs that help advance the mission.

Key Responsibilities

- Provide general office support and organization
- Assist with correspondence and communications
- Support staff with scheduling, logistics, and recordkeeping
- Ensure a professional and efficient office environment
- Assist with special projects as needed

Commitment

- 10-15 hours per week in-office
- Paid position at \$15,000/year
- Occasional duties outside of normal business hours may be required

Key Responsibilities

- Donor Acknowledgement Notes
- Order and maintain office supplies and equipment
- Collect and distribute incoming mail/packages
- Prepare and send outgoing mail (including checks or correspondence)
- Maintain organized filing systems (digital and physical)
- Assist with data entry beyond bookkeeping (e.g., updating contact lists, reports)
- Schedule and confirm vendor or service appointments (IT, maintenance, etc.)
- Answer and direct phone calls or inquiries, as needed
- Support staff with copying, scanning, and document preparation
- Track and restock breakroom/kitchen supplies
- Assist with event or meeting logistics (materials, sign-in sheets, refreshments)
- Maintain office keys, access cards, or small equipment check-outs
- Update and maintain administrative spreadsheets or logs (e.g., equipment inventory)

Other Duties and Responsibilities:

- Work across departments to achieve the overall goals of Live & Learn.
- Model and maintain a climate of inclusion, accountability and respect.
- Maintain knowledge and relevance, always learning and incorporating best practices.
- Other duties as assigned.

Qualifications and Requirements

- Experience in business administration, nonprofit management, or related field (or equivalent experience).
- Proven experience in administrative support, office management, or business operations, preferably in a nonprofit setting.
- Proficiency in Microsoft Office Suite, Google Workspace, and CRM/donor management tools.
- Strong organizational, time management, and problem-solving skills.
- Excellent written and verbal communication abilities.
- Familiarity with coordinating grant reporting.
- A passion for Women's issues and empowerment and a commitment to nonprofit work.

Benefits

- Flexible Scheduling
- Changing your community!

Physical/Mental Demands

These physical demands are representative of those necessary to successfully perform the essential functions of this job. Reasonable accommodation may be considered to enable those with disabilities to perform these functions. While performing the responsibilities of this position, the employee is required to:

- Verbally communicate with others in person and on the phone
- See at a close range
- Stand and walk or be mobile
- Sit for long periods of time
- Use hands and fingers, and to manipulate keys on a keyboard
- Perform occasional light physical duties, including handling objects up to 10 pounds
- Handle multiple duties with often changing priorities

I understand that this job description is intended to convey the general nature and information essential to understanding the scope of the position and is not intended to be an exhaustive list of skills, efforts, duties, responsibilities or working conditions associated with this position. The requirements of this position may change, or I may be asked to perform other duties as required.

Employee Name

Date

Employee Signature
