



Job Title	Reports to	Salary Range	Hours	Location
Executive Assistant	Chief Operating Officer	Commensurate with experience	Part-Time/25 hours per week	Remote Position

Summary of Functions

The Executive Assistant of Feeding Alabama will be responsible for the daily clerical and administrative support functions for the Chief Executive Officer. They will be responsible for the supporting functions such as management of calendar, drafting of correspondence, detailed note taking and compiling of meeting minutes, organizing and storing documents, updating contact information, scheduling and coordination of meetings, as well as supporting work related to the daily business operations, and assisting the CEO as required in meetings and events. The Executive Assistant will report directly to the Chief Operating Officer .

Essential Duties and Responsibilities:

- Office Management: Support the overall flow of administrative office duties that includes but is not limited to: collection of receipts, organizing and storage of expense reports, scheduling monthly staff meetings, collecting bi-weekly payroll reports, booking travel.
- Calendar & Email Management: Support the CEO through direct management of the calendar and email account. Provide email support, book and coordinate meeting times, generate zoom links.
- Administrative Support: Create daily task list for the CEO, review and edit reports and correspondence, drafting of correspondence and calendar reminders,
- Other duties as assigned that support the administrative functions of the office.