

Program and Executive Assistant Job Description

About the Job

We seek an organized, relationship-focused individual in Fond du Lac, WI. As a critical member of Sophia's associate team, the **Program and Executive Assistant** will provide administrative support to the Executive Director and assist in the planning and implementing Sophia Partners programs and events.

Program and Event Execution (50%)

- Support program and event planning by performing pre-event, day-of, and post-event logistics tasks, including securing locations, catering, supplies, room prep, etc.
- Organize attendee registration information, set up and take down the event, and assist with all other aspects of program and event execution as requested.
- Process post-event and program payments, speaker reimbursements, and attendee receipts.
- Works with the Sophia facilitators to ensure client, program, and event materials are available.
- Schedules program and event planning meetings and communication.
- Participate in planning meetings to develop or enhance Sophia's program and event plans.

Administrative Support (50%)

- Provide administrative support to the Executive Director and board of directors, including meeting scheduling, stakeholder communication, engagement fulfillment, event execution, and report preparation.
- Organize, document, and maintain internal office record keeping.
- Prepare reports and distribute agendas and meeting materials.
- Serves as the organizational hub for sharing information with board members and external stakeholders.
- Aids in establishing and maintaining relationships with clients and vendors by promptly responding to inquiries and leads and following business guidelines.
- Other work as assigned by the Executive Director.

Our Ideal Candidate

- A collaborative member is responsible for meeting deadlines when working independently.
- Contributes to creating positive experiences with everyone who touches the organization.
- Is organized, can quickly adapt to changes, and likes to perform various tasks on any given day.
- Will cultivate a collaborative working relationship with the Executive Director.

Job Type

- Non-exempt, part time: 10-15 hours/week, during regular working hours: 8:00am - 4:00pm.
- Work location: In-office, Fond du Lac, WI
- Pay: \$18.00-\$20.00 per hour, based on experience
- Reports to: Executive Director
- Benefits:
 - Flexible schedule
 - Professional development assistance

Preferred Skills and Qualifications

- Experience in event planning, office management, and/or executive administrative support roles is preferred.
- Working knowledge of nonprofit organizations is helpful.
- Strong written and oral communication skills with excellent grammar, proofreading, and editing abilities.
- Extremely flexible self-starter and problem-solver with a growth mindset who approaches work with an entrepreneurial spirit when working independently and collaboratively.
- Ability to maintain confidentiality.
- Exceptional people skills.
- Ability to handle multiple priorities, manage deadlines, and quickly adapt to changes.
- Proficient in Google applications, including Gmail, Sheets, and Docs. Microsoft Office applications, especially Word, Excel, and PowerPoint, in addition to Canva, are helpful.

Working Conditions

- Work independently with limited team member interaction and a degree of ambiguity.
- Requires extended periods of sitting, computer use, and periodic stooping, bending, kneeling, or lifting of office equipment, furniture, and supplies weighing up to 25 pounds.
- Demonstrates a commitment to Sophia's servant leadership culture.

About Sophia Partners

Sophia Transformative Leadership Partners Inc is a non-profit 501c3 community benefit organization established in 2002 and headquartered in Fond du Lac, WI. Sophia Partners provides affordable and accessible leadership development programs, community-building facilitation, and coaching services to positively impact people, teams, workplaces and our communities.

These statements describe the general nature and level of work performed by teammates assigned to this job classification. They are not intended to be an exhaustive list of all required responsibilities, duties, and skills. A team member must meet the physical demands described here to perform the essential functions of this job successfully. Accommodations may be made to enable individuals with disabilities to perform essential functions. Sophia Transformative Leadership Partners Inc is an Equal Opportunity Employer and Smoke-Free/Drug-Free Work Environment.