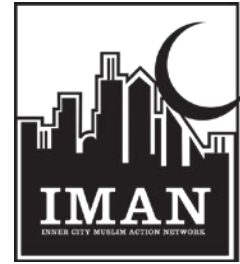


Inner-City Muslim Action Network

Job Description



Job Title: Executive Assistant
Reports To: Executive Director

Job Summary

The Executive Assistant is responsible for providing administrative support the Executive Director and IMAN's Board of Directors. The position requires extensive knowledge of business administration and office practices and procedures. The Executive Assistant will have strong writing and proofreading skills. In addition to assistant duties, the Executive Assistant will be responsible for coordinating, directing, and managing setup for special meetings and activities as assigned.

Responsibilities and Duties

Executive Support

- Coordinates Executive Director's calendar of appointments, meetings and travel itineraries.
- Manages correspondence and calls for Executive Director.
- Arranges Executive Director's mail in priority order and follows up as requested.
- Composes general letters, high-level correspondence and reports for Executive Director.
- Completes and submits expense reports for Executive Director after travel.
- Prepares proposal transmittal letters for Executive Director's signature.
- Interfaces with Grants Manager in order to maintain records of responses to RFPs for Executive Director.
- Provide administrative support to IMAN's Board of Directors, including, but not limited to scheduling meetings, preparation of agenda and meeting materials, travel, meeting minutes, and follow-up calls.

General Administration

- Maintains area filing system and management of key documents.
- Checks deadlines on incoming meeting or speaker requests and follows through on executive tasks.
- Reviews, discusses, and follows through with requests for speaking engagements.
- Acts as recording secretary and prepares action minutes for meetings.
- Prepares and coordinates materials for conferences and other meetings.

- Creates and edits presentations and completes other writing correspondence.
- Assists with the planning, facilitation and/or implementation of projects, special events, and/or programs.
- Performs other duties as assigned.

Qualifications and Skills

- Associate's degree (A. A.) or equivalent from two-year college or technical school. Five to seven years of related experience; or equivalent combination of education and experience
- High level and skilled writer and proofreader
- Ability to write routine reports and correspondence
- Intimate familiarity with and a proven track record of navigating diverse sectors of the faith community in general, and specifically the Muslim community
- Excellent written and interpersonal communication skills
- High attention to detail and commitment to accuracy
- Ability to manage multiple tasks and to prioritize appropriately
- Ability to work efficiently with detail under time constraints
- Excellent customer service, negotiating, and team building skills
- Ability to effectively prioritize and work independently and as a team member
- Ability to solve problems independently
- Ability to develop correspondence based on broad guidance
- Advanced knowledge of various computer applications (Word, Excel, PowerPoint)
- Experience working in a nonprofit environment preferred