# JOB TITLE: Executive Assistant

# FSLA: Non-Exempt, Hourly, Part-Time

# Reports To: President & CEO, VP of Programs & VP of Operations

**POSITION SUMMARY:**

MDHA is seeking an Executive Assistant to support the office of the President & CEO, VP of Programs, VP of Operations, and Board of Directors.

The Metro Dallas Homeless Alliance is a nonprofit organization that leads a continuum of programs working to end homelessness in Dallas and Collin Counties by providing community‐wide technical assistance and implementation of strategic systemic changes to build an effective homeless response system. MDHA administers the Coordinated Assessment System (CAS) and the Homeless Management Information System, and addresses system level challenges with a goal to make homelessness rare, brief and non‐recurring in Dallas and Collin County. The MDHA Board of Directors concurrently serves as the US Department of Housing and Urban Development recognized Continuum of Care Board of Directors leading the governance of the homeless response system in Dallas and Collin County.

**Duties & Responsibilities**

* Responsible for coordination of regular Board of Directors and Board Committee meetings, including preparation/assembling and distribution of meeting materials, posting board meeting materials, arranging catering and meeting room set up.
* Assists in the preparation of the President & CEO & Board of Directors meeting packets
* Maintains President & CEO’s calendar including scheduling internal and external meetings
* Arranges executive team’s state and national travel, including meeting registration, airline, hotel reservations, and car rentals
* Records official minutes of staff meetings
* Collects timesheets from staff biweekly
* Handles telephone calls, answering questions, taking messages, making references, and transferring calls to other parties
* Purchases office supplies, performs internet research and filing, delivers minor support to other senior management staff, and supports the finance team during the external audit season.
* Other duties as assigned by the MDHA executive team

**Qualifications**

* Microsoft Office Proficient
* Excellent Communication Skills
* Customer Service Experience Preferred
* Administrative Experience Preferred
* Nonprofit Experience Preferred
* Access to Reliable Transportation
* Ability to Pass Standard Criminal Background Check

**Work Hours/Schedule**

* Part Time (20-29 hrs/week)
* Monday and Friday mornings required
* Flexible hours remainder of week
* Some evening & weekend telecommute assignment as needed to meet the needs of the organization

**Compensation**

* $16-$19 per hour (dependent upon qualifications)
* Part-time employees receive pro-rated PTO

To apply, please send your resume and cover letter to [Diana.Romagnoli@mdhadallas.org](mailto:Diana.Romagnoli@mdhadallas.org), with the subject line Executive Assistant.