

Executive & Digital Media Assistant

MCAP-Maryland Community Action Partnership (MCAP) in Annapolis, MD.

Salary \$60,000 & up

Benefit Package

Hybrid Hours- Monday-Friday 9a.m.-5p.m. (3-4 days in office)

40-hour work week

Job Description

Provide sophisticated calendar management for the Executive Director. Prioritize inquiries and requests while troubleshooting conflicts; make judgments and recommendations to ensure smooth day-to-day engagements. Handle internal Communications (i.e., social platforms, website and video media and presentations)

Act as a liaison and provide support to the Executive Director. Arrange and handle all logistics for meetings and events: schedule meetings; draft agendas; develop, compile, and distribute presentation materials; and record meeting minutes on behalf of the Executive Director.

Complete a wide variety of administrative tasks that facilitate the Executive Director ability to effectively lead the organization, including assisting with special projects; designing and producing complex documents, reports, and presentations; collecting and preparing information for meetings with staff and outside parties; composing and preparing correspondence; maintaining contact lists; making travel arrangements; and completing expense and mileage reports.

Prioritize and determine an appropriate course of action, referral, or response, exercising judgment to reflect Executive Director style and organization policy.

Work closely with the Executive Director to keep her/him well informed of upcoming commitments and responsibilities, following up appropriately. Anticipate Executive Director needs in advance of meetings, conferences, etc.

Maintain open communications with the team, including meeting regularly with staff, consultants and committees and providing information and documents as needed. Coordinate all staff meetings and retreats and assist with staff meetings and events as needed.

Act as a bridge for smooth communication between the Executive Director and staff, demonstrating leadership to maintain credibility, trust, and support.

Manage all aspects of the organization's office services. Evaluate and assist in developing office policies and procedures for improved workflow and anticipate future needs as the organization grows. Assist in selecting vendors and purchasing equipment, services, and supplies necessary for an organization's operation.

Content creation, video creation and management of online platforms, and scheduling social media post. Engage with audiences update website content to ensure it aligns with

brand standards and handle tasks such as editing and uploading images, videos, and graphics. Monitor analytics to track performance, providing insights and suggesting improvements, while also supporting email marketing campaigns.

Job Type: Full-time

Pay: \$60,000.00 - \$65,000.00 per year

Benefits:

- 401(k)
- Dental insurance
- Health insurance
- Paid time off

Schedule:

- Monday to Friday

Experience:

- Microsoft PowerPoint
- Executive Assistant for Non Profit: 2 years (Preferred)
- Microsoft Excel: 3 years (Preferred)

Shift availability:

- Day Shift (Required)

Work Location: Hybrid remote in Annapolis, MD 21401