Executive Assistant/Events Coordinator

Are YOU ready to make a real difference in our community? The Executive Assistant/Events Coordinator will oversee the preparation, execution, and maintenance of events hosted and organized by ABW, and provide comprehensive support to the Executive Director in various administrative duties.

A Better Way provides shelter and services for victims of domestic violence and sexual assault, a Rape Crisis Center, advocacy, individual trauma-informed counseling, support groups, transitional housing, rapid rehousing, a 24-hour crisis line for persons in any crisis, education and referrals, a suicide hotline, chat and text suicide prevention services, teen dating violence and domestic violence prevention programs, and a check-in call service for elderly or disabled homebound persons.

This position is located in Muncie, Indiana.

Duties and Responsibilities:

Executive Assistant

- Provide comprehensive support to the Executive Director (ED) that offers the assurance of outstanding communication, responsiveness, and organization.
- Maintain office supplies inventory by checking stock, anticipating needed supplies, placing orders through necessary vendors, and distributing orders to necessary locations.
- Conserve the Executive Director’s time by reading and drafting responses to relevant internal and external contacts.
- Prepare for monthly board meetings by arranging logistics, confirming attendees, organizing board member packets, and taking notes as necessary.
- Organize and review reports and paperwork provided to the Executive Director to ensure a clutter-free workspace is available.
- Attend select meetings, take notes, ensure follow-through, and provide summaries to the Executive Director.
- Support donor and funder relations by writing and sending thank you notes after events or donations, or other supports have occurred.
- Oversee all incoming and outgoing mailings from the desk of the Executive Director, and perform daily PO box checks.
- Handle the Executive Director’s requests in an appropriate and timely manner.

Events Coordinator

- Seek out opportunities to increase community awareness of A Better Way Services’ programs through existing events and potential opportunities.
- Establish and maintain positive relationships with vendors, venues, and local organizations.
- Plan event details, including, but not limited to, seating, speakers, menu, logistics, and guest list.
- Collaborate with administrative staff to ensure events and outreach activities achieve intended goals and audiences.
- Prepare for and address potential concerns that may impact the outcome of event success.
- Evaluate and analyze successfulness of events, and present findings and recommendations to Executive Director and agency board members.
- Perform preparatory tasks and oversee the execution of internal events such as employees or clients with special attention given to the various needs of these populations.
Education and Experience:

- High school diploma or equivalent is required.
- Four years of relevant experience in business administration, nonprofit management, or a related field is required.
- Previous experience organizing and hosting events strongly preferred.
- Ability to multitask and prioritize tasks without direct supervision.
- Attention to detail and organization skills are a must.
- Strong organization, problem-solving, and critical thinking skills are required.
- High levels of confidentiality and professionalism are necessary.
- Working knowledge of computers and technology systems is required, including but not limited to Microsoft products such as Word, Excel, and Outlook (or similar product knowledge).

The minimum compensation rate for this position is $18.00/hour.

Full time benefits include:

- Health insurance
- Paid holidays
- PTO plan
- Automatic 6% annual contribution into a qualified retirement plan

Candidates should submit the applications to our website HERE

OR

Email resume to contact@abwservices.org. Please include “Executive Assistant/Events Coordinator” in the subject line.