



Executive Assistant

Are *YOU* ready to make a real difference in our community? The **Executive Assistant** will provide vital support to the Executive Director by ensuring A Better Way's smooth operation through various tasks, special projects, and administrative responsibilities. This position offers a unique opportunity for an enthusiastic and highly organized individual to make a meaningful impact by directly assisting in the leadership and management of the organization.

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, teen dating violence and domestic violence prevention programs, and a check-in call service for elderly or disabled homebound persons.

This position is full-time and is located in Muncie, Indiana.

Compensation for this position begins at \$18.00/hour

Duties and Responsibilities:

- Provide comprehensive administrative support to the Executive Director, including scheduling meetings, preparing agendas and materials for meetings, and managing calendar invitations.
- Act as a primary point of contact between the Executive Director and designated internal and external stakeholders.
- Maintain accurate and confidential records, files, and documents related to the organization's activities and initiatives.
- Prepare for monthly board meetings by arranging logistics, calendar invitations, meeting materials, and recording meeting minutes as needed.
- Write and send thank you notes to donors, funders, and other stakeholders to support donor and funder relations. Maintain a record of donations and follow-up communications.
- Oversee incoming and outgoing mailings from the desk of the Executive Director, including the pickup and drop-off of mail from a local P.O. Box.
- Provide support for various projects and initiatives, including research, data collection, and analysis.
- Organize and review reports and communications to maintain a clutter-free workspace for the Executive Director.
- Take on special projects and assignments as directed to support the organization's goals.
- Perform other duties as assigned.

Education and Experience:

- High school diploma or equivalent.
- Four years of relevant experience in business administration, nonprofit management, or a related field.
- Proven experience as an executive assistant or similar administrative support role.
- Excellent organizational and time-management skills.
- Flexibility to adapt to changing priorities and work in a fast-paced environment.
- Demonstrated ability to collaborate effectively within a team environment while also being self-motivated and capable of working independently with minimal supervision.
- Strong written and verbal communication skills.
- High levels of confidentiality and professionalism.
- Proficiency in Microsoft Office Suite and other relevant software.
- Commitment to the mission and values of A Better Way.

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” in the subject line.

A Better Way is an equal opportunity employer, and all qualified applicants will receive consideration for employment. A Better Way Services, Inc. does not discriminate on the basis of race, color, sex, sexual orientation, gender identity, age, disability, national origin, socio-economic status, religion, or any other basis prohibited by federal, state, or local laws.