**Job Title: Administrative Assistant to the Executive Director**

**Location:** Just south of Springfield, IL
**Reports to:** Executive Director
**Employment Type:** Full-time, Non-Exempt

Pay$ 16-18 an hour $33,280-$37,440
M-F 8AM – 4PM

**Position Summary:**

The Administrative Assistant provides high-level administrative and operational support to the Executive Director (ED) and Development Manager of Midwest Mission, ensuring efficient management of schedules, communications, and organizational priorities. This role requires discretion, strong organizational skills, and the ability to work in a fast-paced, mission-driven environment.

**Key Responsibilities:**

**Executive Support**

* Manage the Executive Director and Development Manager’s calendar, appointments, and meetings, ensuring optimal scheduling and prioritization.
* Prepare materials for meetings, take minutes, and assist with follow-up on action items.
* Draft and manage correspondence, emails, reports, and presentations on behalf of the ED.
* Serve as the point of contact between the ED and internal/external stakeholders.

**Board and Committee Support**

* Coordinate board and committee meetings, including logistics, materials, and communication.
* Maintain confidential records and files, including board minutes and governance documents.
* Assist in tracking board member engagement and compliance (e.g., conflict of interest forms).

**Office Administration**

* Support special projects, events, and fundraising activities as needed.
* Coordinate travel arrangements and process expense reports and reimbursements for ED and Development Manager.

**Communication & Relationship Management**

* Answer the main phone line-Handle incoming inquiries with professionalism and confidentiality.
* Maintain a high level of discretion and judgment in handling sensitive and confidential matters.
* Build strong working relationships across the organization and with external partners.

**Qualifications:**

* Associate’s or Bachelor’s degree preferred.
* Experience in an administrative support role, ideally in a nonprofit or mission-driven organization.
* Proficiency with Microsoft Office Suite (Word, Excel, PowerPoint, Outlook) and Google Workspace.
* Strong written and verbal communication skills.
* Excellent organizational and time management abilities with attention to detail.
* Ability to work independently and manage multiple priorities.
* Positive Team Player- someone that loves to help and is task oriented

**Preferred Skills:**

* Experience supporting executive-level leadership or nonprofit governance.
* Familiarity with donor databases or project management tools.
* Cultural competence and commitment to diversity, equity, and inclusion.

**Compensation & Benefits:**

* Salary commensurate with experience.
* Dental, vision, Flexible & Dependent Care Spending Account
* 4% company match retirement plan
* Paid holidays, vacation 2 weeks, and sick leave 5 days, floating holiday 2, personal day
* Opportunities for growth and professional development.