

# EXECUTIVE ASSISTANT/OFFICE MANAGER

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As the area's premier impact organization, United Way of the Dutchess-Orange Region serves as a catalyst to increase the community's capacity to improve the lives of its citizens. Our aim is to support nonprofits in our region through investing in social change, recruiting and managing volunteers and providing economically disadvantaged individuals with basic necessities, material goods and professional training. **We fight for the health, education and financial stability of every person in our community.** We pride ourselves in having a culture in which staff, interns and volunteers can voice their ideas.

To apply, a cover letter and resume are required; please send them to [hr-inbox@uwdor.org](mailto:hr-inbox@uwdor.org). Those applicants without a cover letter will not be considered.

## KEY RESPONSIBILITIES INCLUDE:

- Responsible for managing the calendar, setting up meetings and communications for the President & CEO
- Duties include gathering documents to prepare for meetings and taking and transcribing minutes of those meetings
- Office Manager - managing roles of front office, including phones and reception area
- Review and approval of supply requisitions
- Daily mail processing
- Coordinating the Staff Calendar
- Computer and IT focal point for the office
- Board Liaison, including scheduling and coordinating Board and Executive Committee meetings
- Coordination of internal events
- Perform bank reconciliations on all bank statements from the Finance office
- Miscellaneous assignments and duties as requested by the President & CEO

## REQUIREMENTS:

- Must be proficient in Microsoft Excel and Word
- Must have a vehicle and valid driver's license