

Executive Assistant

JOB DESCRIPTION:

Summary: NAMI Georgia engages in support, education, advocacy and research on a state level and through local affiliates across Georgia. The Executive Assistant provides support and organization for the Executive Director. The Executive Assistant's primary role is to ensure close coordination and implementation of the Executive Director's priorities, and to assist in strengthening and coordinating with NAMI Georgia's staff and volunteer base, and outside organizations.

Duties and Responsibilities include, but are not limited to:

- Manage correspondence and communications
- Develop and manage office and event volunteer base
- Prepare and document all bank transactions
- Help in coordinating office functions for fundraising or board activities
- Assist with and at times manage projects as directed by the Executive Director
- Prepare research related to improving and expanding the organization's capacity.
- Assist and support the Executive Director
- Represent the Executive Director and the Organization as directed by the Executive Director

SKILLS AND QUALIFICATIONS REQUIRED

- Good computer skills including: Word, Excel, knowledge of E-mail functions (i.e. creating address lists, attachments, etc.), mail merge
- Good organizational and leadership skills
- Must demonstrate poise and good public speaking skills
- Compassionate, outgoing person
- Must be able to work as a team member, and to develop and support other team members.
- Must demonstrate good judgment
- Infrequent travel required.

SKILLS AND EXPERIENCE PREFERRED

- Experience with or knowledge of persons with persistent mental illness
- Non-profit experience – working with a board, volunteers, etc.
- Experience in development and fundraising for non-profits
- Management or supervisory experience.

Job Details:

City	State	Postal	Country
Atlanta	Georgia	30340	USA

Salary Range: \$27,000 – \$32,000 Annually to start.

Contact Information:

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