



**Summary:** Stronger Families is on a mission to bring life-changing relationship skills to military, veteran, and first responder families so they can be strong and thrive.

Missing special moments and months away from home while facing daily danger, trauma, and uncertainty are only the beginning. First Responder communities can experience divorce rates up to 72%, while 50% of our nation's heroes experience PTSD, and 18-22 veterans take their own life by suicide every day. These heroes risk everything to keep us safe and all too often lack the training, support, and community to flourish at home.

Stronger Families is changing that, serving 80,000 + families since 2012.

As a member of our team, you will join a dynamic group that is deeply committed to this mission and to excellence in all that we do. We value innovation, agility, and compassion and are proud to offer a competitive salary and benefits, a remote work policy, and professional development opportunities. Stronger Families is an Equal Opportunity Employer. Individuals from all backgrounds are encouraged to apply.

**Job Title:** Executive Assistant

**Status:** Full-Time / Non-Exempt

**Location:** Rockwall, TX / Remote

**Reports To:** President, CEO

**Direct Reports:** None

**Job Summary:** The Executive Administrator will provide primary support to our President, CEO, and secondary support to our Senior Leadership as assigned. Executing high quality and top-level administrative assistance to our executives will include but is not limited to schedule and calendar management, expense reimbursements and reconciliation, travel arrangements, meeting preparation, and external/internal communications. Additionally, this key position will coordinate Human Resources functions agency wide.

**Responsibilities:**

- Plans, prepares, and provides a wide range of office and administrative duties

- Creates, communicates, and coordinates executive calendars, including direct contact with meeting participants as appropriate
- Provides staff meeting support including agendas, presentation slides, handouts, refreshments, and other details
- Creates and coordinates executive travel arrangements and logistics as requested
- Provides expense reimbursement and credit card reconciliations as requested
- Coordinates staff event and retreat logistics
- Prepares and provides supporter data and action items for SF solicitors
- Creates and communicates top level correspondence, reports, and presentations as requested
- In partnership with VP, Managing Director, coordinate Human Resources policy and procedures including hiring, orientation, benefits, and other duties as assigned
- Exhibits a high degree of integrity and discretion in handling confidential and sensitive information
- Supports the Board of Directors by preparing materials and venue for meetings, taking minutes, providing preparatory agenda and items to review, and communicating logistics
- Seek out, secure, and support executive speaking engagements that increase SF brand awareness and diversify our community of support

**Education:**

- High School Diploma/G.E.D, or equivalent required
- Associates or Bachelor's Degree preferred

**Skills & Experience:**

- 3-5 years of demonstrated excellence managing administrative and office duties, technology, and systems
- 3-5 years proofreading skills with demonstrated excellence providing copy proofing and edits
- 3-5 years experience coordinating Human Resources policies and procedures
- Experience with donor databases and or CRMs preferred
- High level of technical accuracy and ability with the Microsoft application suite, calendar applications, and project management and presentation software
- Proven ability to problem solve and exercise sound judgement in making decisions in keeping with company policies
- Commitment to providing outstanding customer service and external communications
- Strong attention to detail and excellent organizational skills
- Self-starter and a passion for providing high level administrative support
- Proven ability to independently, effectively and concurrently manage multiple projects
- Demonstrates familiarity working in a fast-paced and dynamic work environment prioritizing wisely to meet deadlines and high expectations
- Capacity to anticipate project needs and align resources proactively to mitigate challenges and shortfalls
- Outstanding written and verbal communication and interpersonal skills and style across all relationship types

- Natural ability to represent Stronger Families in the community with an exceptional level of professionalism and poise under pressure