



**Position Title:** Executive Administrator

**Organization:** Carolina Human Reinvestment

**Location:** Georgetown County

**Position Type:** Full-time

**Reports To:** Executive Director

**Job Summary:**

The Executive Administrator plays a crucial role in supporting the efficient operation of Carolina Human Reinvestment. This position involves providing high-level administrative support to the Executive Director and managing key administrative functions to ensure the smooth functioning of the organization.

**Key Responsibilities:**

1. **Executive Support:**

- Provide comprehensive administrative support to the Executive Director, including managing calendars, scheduling meetings, and coordinating travel arrangements.
- Assist in drafting and proofreading correspondence, reports, and other documents.

2. **Office Management:**

- Oversee daily office operations, ensuring a clean, organized, and efficient work environment.
- Manage office supplies, equipment, and vendor relationships.

3. **Communications:**

- Serve as a point of contact for internal and external communications, responding to inquiries and directing them to the appropriate personnel.
- Maintain and update contact databases.

4. **Meeting Coordination:**

- Coordinate logistics for board meetings, committee meetings, and other organizational gatherings.
- Prepare meeting agendas, materials, and minutes as needed.

5. **Recordkeeping:**

- Maintain accurate and up-to-date records, including filing systems, databases, and organizational documents.
- Support data entry and recordkeeping for donor information.

**6. Event Support:**

- Assist in the planning and execution of organizational events, fundraisers, and community outreach activities.
- Coordinate event logistics and provide on-site support as needed.

**7. Financial Administration:**

- Collaborate with the finance team to manage administrative aspects of financial processes, such as invoicing, expense reports, and budget tracking.
- Ensure adherence to organizational financial policies.

**8. Human Resources Support:**

- Assist in the recruitment process, including posting job openings, scheduling interviews, and maintaining candidate records.
- Support new employees and volunteers onboarding processes.

**Qualifications:**

- Proven experience in executive support or administrative roles, preferably in a nonprofit setting.
- Strong organizational and multitasking skills with a keen attention to detail.
- Excellent written and verbal communication skills.
- Proficient in Microsoft Office Suite and other relevant software applications.
- Ability to maintain confidentiality and handle sensitive information.
- Demonstrated ability to work collaboratively in a team environment.

**How to apply?** Please send your resume to [info@chrsc.org](mailto:info@chrsc.org)