



EXECUTIVE ADMINISTRATIVE ASSISTANT

The executive administrative assistant provides administrative leadership and support to the executive director to help fulfill the mission of Damascus Way. This is accomplished in a fast-paced setting, while providing excellence in customer service through scheduling, data collection, reporting and other relevant administrative tasks.

RESPONSIBILITIES:

- Serve as the first point of contact for the executive director and responsible for providing scheduling of the same
- Deliver correspondence and documented communication as requested by the executive director and the leadership team
- Gather financial reports, invoicing and credit card reconciliation
- Draft and mail donation letters
- Assist with social media communications
- Assist in developing quarterly and annual reports
- Serve as a public presence in partnership or at the absence of and direction of the executive director
- To serve as an administrative resource for the Board of Directors and other community members and meetings offered by Damascus Way
- To have a working understanding of family systems and life transformation

POSITION QUALIFICATIONS:

- A minimum of 1 year experience in an administrative role
- Experience with databases, Microsoft Office, and other IT programs
- A spirit of excellence as pertaining to customer service, written and verbal communication



- Excellence in problem solving and attention to detail
- An ability to prioritize and multi-task with minimal direction and supervision
- A minimum of a High School diploma
- Minimum of 2 years of freedom from addiction, incarceration, etc.

*A preferred qualification is someone that has experience in reentry, recovery and is able to successfully complete the expectations of a Peer Recovery Specialist

VALUES and COMMITMENTS:

- A transformed life demonstrated by personal devotion and life commitment
- A high value on the Biblical positions of; faith, hope and love with the greatest being love
- A commitment to excellency in every aspect of the role
- A commitment to the care of team members while yet being focused on role responsibilities
- A deep belief in the sacred design of humanity and that all lives have the potential of transformation
- A deep commitment to family systems and generational transformation

*The candidate must agree and adhere to Transform Minnesota's Statement of Faith, Core Values and Code of Conduct