



Visit our website: sparkdallas.org

Mission: To ignite the spark of creativity inherent in all children.

Executive Assistant, Reports to President & CEO

Position Summary: This position will provide administrative support for the President & CEO. The Executive Assistant will be the Salesforce administrator and support related fund raising efforts.

Responsibilities:

- **President/CEO Administrative Duties**
 - Manage calendar, scheduling and emails for President & CEO
 - Assist President & CEO in preparation for events, meetings, etc.
 - Other support functions as assigned
- **Salesforce & Moves Management Duties for Development Team**
 - Maintain the organization's database, currently in Salesforce
 - Develop and maintain guides for Salesforce or other software training
 - Train new hires on organization wide software: Salesforce, Google, etc.
- **General Duties**
 - Assist with SPARK! events as needed
 - Answer phones, handle mail
 - Special projects as assigned
 - Support Board Secretary as needed

Qualifications:

- 5+ years' experience
- Proficient in Microsoft suite of products (PowerPoint, Excel, Word)
- Proficient in a CRM; Salesforce preferred
- Strong web research skills
- Excellent organizational & interpersonal skills
- Unquestioned personal integrity, credibility and maturity
- Passion for creativity
- Energetic, enthusiastic and confident in building relationships for SPARK!
- Highly organized, with the ability to work in a fast-paced environment on multiple projects simultaneously
- Express a consistently high level of professionalism in dealing with confidential and sensitive issues
- Must be able to work in the U.S.

This description and physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. It is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities required of an incumbent. An incumbent may be asked to perform other duties as required.

Please send cover letter & resume to: careers@sparkdallas.org