



National Leadership Institute - Executive Assistant / Coordinator

Position available immediately - Part-time to start

Looking for an “organizational wizard!”

Must love details, tracking, planning, processes.

- Must be deadline driven & self-disciplined.
 - Role is part fulfilling daily/weekly standing assignments; part proactively looking ahead without assignments
- *DISC assessment required (supplied)

Hours, Contract & location:

- 20 to 30 hours a week, to start
- Flexible schedule, with some standing/reoccurring meetings required weekly
- 120-day contract to start; potential to grow into full-time staff position past 120-days
- Partial hours in the office; most hours performed remotely (to be negotiated)
- Office location – off Commercial Boulevard, Fort Lauderdale

Proficiency required in:

- Outlook, Word, Excel (tracking lists vs financial accounting), PowerPoint, Dropbox
- We can train hiree on additional needs – ie, HubSpot, MailChimp, Eventbrite, etc.

Job duties include, but not limited to:

- Scheduling, calendar alerts
- Booking venues, caterers, vendors
- Event calendar entry
- Tracking multiple events, activity sheets, and keeping pre-created lists current
- Assisting with special event needs: monthly events, classes, conferences
- Assisting with general project coordination
- Budget entry (not accounting -- operational/administrative tracking/data entry only)
- Office organization - scanning, e-filing, etc.
- Misc. administrative tasks
- Making supply orders
- General research as needed

Interested parties, please contact Rbarlow@NLionline.org

Send email with a few highlights about you, and resume attached.

No phone calls please.

About Strategic Philanthropy:

Strategic Philanthropy, Inc. a south Florida based company, was founded on the belief that effective corporate giving can be so much more than simply writing a check to charities and nonprofits who ask for your help or involvement. It is our belief that when a company aligns its charitable giving with a strategic approach and measurable outcomes, the power of giving enhances a company's brand, image and strengthens the relationships and partnerships within the community.

In short, Strategic Philanthropy gets hired by companies to give away their money to nonprofits that meet a company's business goals and objectives. As you can imagine, we have many relationships with the nonprofits in our community. We value all of the programs and services they have to offer and work with them to help promote positions that are available within their organization so that they may find the best talent possible.

For future job postings, follow us on:

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