



2005 Longest Avenue, 2nd Floor  
Louisville, KY 40204  
(502) 694-1979  
[info@nextstepus.org](mailto:info@nextstepus.org)

## Job Description

### Executive Assistant

#### General Purpose

The Executive Assistant position provides executive support to the President & Founder, CEO and Board of Directors of Next Step Network, Inc. This individual will serve as the primary point-of-contact for internal and external stakeholders on all matters pertaining to the offices of the President & Founder and CEO (executive leadership), serves as a liaison and secretary to the Board of Directors, and oversees company travel and event logistics for external meetings.

This position is based in Louisville, Kentucky, and reports directly to the organization's executive leadership.

#### Job Responsibilities

- Completes a broad variety of administrative tasks for the executive leadership, including: managing a calendar of appointments, completing expense reports, composing and preparing correspondence, compiling documents for travel-related meetings, and arranging detailed travel plans, itineraries and agendas.
- Communicates directly with – and on behalf of – executive leadership, to the Board of Directors, network members, donors, funders, industry partners and others on matters related to organization and its mission.
- Researches, prioritizes and provides follow-up on incoming issues and concerns addressed to executive leadership, and determines appropriate course of action, referral or response.
- Facilitates effective communication between executive leadership and internal departments, helping maintain inter-departmental credibility, trust and support.
- Works closely and effectively with executive leadership to keep them well-informed of upcoming commitments and responsibilities, providing follow-up as appropriate.
- Provides leadership to build relationships crucial to the success of the organization and manages a variety of projects for executive leadership.
- Prioritizes conflicting needs, handles matters expeditiously and proactively, and follows through on projects to successful completion, often with deadline pressures.
- Serves as the President & Founder's administrative liaison to the Board of Directors and its associated committees.
- Adheres to compliance with applicable rules and regulations set in bylaws regarding Board and committee matters, including scheduling meetings, distributing materials before meetings, recording and processing minutes, and maintaining nonprofit organization and business records.



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- Oversees event planning and organizes all logistics for conferences, trainings and external meetings, including: securing event space, ordering meals and audio visual equipment, overseeing use of technology during event, booking travel and managing attendee registration.
- Oversees company travel within travel policy for employees traveling out of state.
- Other duties as assigned by executive leadership.

### General Qualifications

- Advanced Microsoft Office skills including Excel, Word, PowerPoint and Outlook.
- Advanced Salesforce skills a plus.
- Ability to keep and maintain confidential and secure records information.
- Strong organizational, project management, multi-tasking and problem-solving skills, with attention to detail.
- Ability to communicate effectively both orally and in writing; proofing of emails and documents required; accuracy and grammar skills are vital.
- Embodies a positive attitude and a “get it done” approach to work and tasks.
- Desire to work in a dynamic environment, have self-starter initiative, and a sense of responsibility.
- Ability to manage multiple complex calendars and send/track meeting invitations.
- Ability to learn new skills quickly.
- Friendly and professional demeanor.
- Fluent in English-language (Spanish-language proficiency a plus).
- Willingness to run errands with own transportation (bank deposits, checking mail, postage, shipping).
- Must be able to lift up to 25 lbs.
- Must be able to navigate stairs.

### Education and Experience

Associate’s degree required; bachelor’s degree preferred. Three (3) to five (5) years of administrative executive support experience is required. Five (5) years’ minimum experience using Microsoft Excel, Outlook, Word and PowerPoint. Salesforce experience strongly preferred. Must be able to create and run reports. Must be able to manipulate data in Excel and other databases.

### Work Hours and Environment

- Office operating hours are 8:30 a.m. – 5:00 p.m.; occasional availability on evenings and weekends required. This job reports to the President/Founder and CEO.
- Casual dress in office, professional dress when meeting external partners.
- Benefits: Health Insurance, Dental Insurance, Vision Insurance, Paid Time Off, Paid Holidays, IRA
- Screening Requirements: Motor Vehicle Records, Criminal Background Check, Credit Check, Drug Screening, and References.



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## Application Process

To submit an application please email your resume, cover letter and three references to:

Shelly Trent, Human Resources  
[s.trent@nextstepus.org](mailto:s.trent@nextstepus.org)

Next Step® Network, Inc. is an equal opportunity employer. We celebrate diversity and are committed to creating an inclusive environment for all employees.