

Executive Assistant – Full Time Position, The Hive Community Circle

The Hive Community Circle (The Hive) is a local non-profit organization that was founded in 2015 with a visionary spirit and urgent objective: to help prevent violence against some of our nation's most vulnerable populations of women and girls. Our mission is to provide unwavering support and compassion to the most impacted, yet most underserved survivors of sexual assault, intimate partner violence, and stalking in SC.

The Hive Community Circle is looking for a responsible **Executive Assistant** with a strong work ethic and exceptional organization and communication skills. This position will provide administrative support primarily to the Executive Director, as well as the Board of Directors (as needed). Responsibilities may be clerical, administrative, and project-based, and contribute to seamless operations of meetings, events, and day-to-day processes of The Hive.

Organization Benefits and Perks:

We offer a variety of growth and professional development opportunities, a welcoming environment for our team members.

- Generous Paid Time Off
- Competitive Compensation
- Eligibility for monthly stipend towards medical insurance
- Offered Employee Assistance Program enrollment
- Support for Community Involvement
- Paid Holidays

Job Details: Salary of \$36,500-\$45,00 per year/ Full-Time / Located in Columbia, SC

Schedule: Monday-Friday 9:00am-5:00pm / There may be times where the nature of the work and demand of the projects you to work beyond these parameters including evenings and weekends.

The Executive Assistant will be accountable for strategic efforts and their execution including, but not limited to:

- Take and transcribe confidential minutes for internal and external meetings, and distribute them as directed, as well as compile the agendas, in accordance with The Hive bylaws and governance best practices.
- Coordinate agendas for internal and external meetings, and event logistics for the Board and ED.
- Compose and prepare confidential correspondence, reports, and other documents and screen incoming calls, e-mails, letters and respond independently when possible.
- Maintain the Executive Director's (ED) appointment schedule by planning and scheduling internal and external meetings, conferences, teleconferences, travel, and other responsibilities.
- Prepare reports by researching, collecting, and analyzing information.
- Communicate calendar/engagement reminders regularly to ED for all calendar items daily, including any background research or information, paperwork, and other needs.
- Arrange travel plans and itineraries for the Board of Directors and Executive Director as needed and manage reimbursement and expense reports and all supporting documentation on behalf of the ED.

- Aid with all team meetings, board/advisory meetings, and Hive Hosted events, including but not limited to, coordinating, communicating with location, set up/break down and collaborating with team members when applicable.
- Responsible for maintaining records and documentation to governance meeting requirements, including agenda development, agency report, tracking attendance, advance mailing of meeting materials, etc.
- Implement policy and schedule to maintain a clean and welcoming work environment.
- Assist with, implements, and coordinates special projects, presentations, and programs as needed.
- Other duties as assigned.

The Ideal Candidate:

You are a strong communicator through-and-through, both verbally and written, and you thrive on creating an organized environment. You can identify and proactively address the needs of others and the organization you work within. You have a passion for offering unwavering support and compassion to people The Hive serves, and a dedication to offering exemplary customer service to collaborating partners and the community. You embrace your role as a contributing team member and enjoy working within an interactive work environment.

Required Education, Experience, and Competencies:

- Must have an associate degree in Business Administration, Office Administration, or related field.
- Must have a minimum of two (2) years of experience in an executive assistant, office administration, or business management role.
- Demonstrates a high degree of critical thinking skills with an ability to analyze, interpret, and creatively prepare comprehensive reports.
- Extremely proficient in Microsoft Office Suite, social media platforms, and other related software.
- Outstanding organizational and time-management skills, with a strong attention to detail.
- Possess ability to coordinate diverse executive-support functions and prioritize task completions according to schedule.
- Demonstrates the ability to communicate efficiently verbally and written, and professionally with clients, team members, and external contacts to the organization.
- Excellent interpersonal skills, aptitude for working with a wide range of individuals, and strong collaborative teamwork skills.
- Strong commitment to The Hive Community Circle’s mission and philosophy.

To submit your application, please email your resume and cover letter to hello@thehivecc.org.

The Hive Community Circle is an Equal Opportunity Employer and maintains compliance with all federal, state, and local laws.