



Community Action Kentucky: Executive Assistant

Position: Executive Assistant at Community Action Kentucky (CAK)

Location: Frankfort, KY

Job Type: Full-Time, In-Person

Who We Are:

Community Action Kentucky is the statewide association representing and supporting all 23 Community Action agencies across Kentucky. Collectively, we work to empower individuals and families to attain greater economic stability and long-term success. With outreach offices in all 120 Kentucky counties, Community Action agencies provide life-changing resources to support a wide array of service areas. CAK's role is to provide essential resources, guidance, and advocacy, enabling these agencies to operate effectively and efficiently.

About the Role:

The Executive Assistant is a vital team member at CAK, responsible for facilitating daily operations and providing comprehensive administrative support. We are seeking a candidate who can skillfully handle a wide range of tasks, from administrative duties to office management. The ideal candidate will contribute to the efficiency and effectiveness of CAK, enabling the team to concentrate on our mission and goals.

Job Functions:

Administrative Support

- Provide administrative support to the Executive Director and other staff members as needed.
- Provide support in the coordination and execution of functions and events.
- Support meeting functions, including but not limited to preparing meeting materials, preparing facilities, and post-meeting transcription.
- Monitor and ensure the filing of applicable state documentation as required.
- Handle document filing and records retention, including the development and management of a central filing system encompassing archives, contracts, and vendor files.
- Support basic financial administration, including tasks such as bank deposits, bill scanning, monitoring reimbursement policies including travel rates, and preparation of documents for deferred compensation and retirement submissions.

Office Management

- Manage and organize office operations and procedures, including the coordination and oversight of vendors for tasks such as cleaning, maintenance, and lawn care.
- Handle mail processing and distribution, including daily internal/external mail and overnight packages.
- Oversee office supplies and equipment, including ordering and maintaining inventory, and negotiating and monitoring purchase and lease contracts.
- Perform communication tasks, including answering and screening phone calls, taking messages, and greeting visitors in a professional manner.



Qualifications

- Minimum of 3-5 years' experience of Executive Administrative Support
- Associate's degree preferred

Required Skills and Abilities

- Strong organizational skills with constant attention to detail
- Ability to follow complex written and oral instructions, as well as ability to keep and track records.
- Computer experience, including Microsoft Office programs
- Must have a valid driver's license and reliable vehicle transportation

What We Offer:

- Competitive pay; commensurate with experience
- Health, vision, and dental insurance.
- Paid Holidays, Vacation, and Sick Leave.

We are an equal opportunity employer and all qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity or expression, pregnancy, age, national origin, disability status, genetic information, protected veteran status, or any other characteristic protected by law.