



EXECUTIVE ASSISTANT/PROJECT COORDINATOR

WiNGS operates community space for women, offering education, training and one-on-one coaching/mentoring to help women find their path to a better life. We have a workforce of 36 dynamic individuals committed to working together to achieve our mission. We are seeking an **Executive Assistant/Project Coordinator** who will work one-on-one with the CEO, providing a mix of administrative and project management support, while juggling multiple projects and tasks simultaneously. The Executive Assistant/Project Coordinator will have the ability to work independently on projects, from conception to completion. This individual must be able to work under pressure at times and handle confidential matters with discretion. This position should enjoy a creative and fast-paced environment.

PRIMARY RESPONSIBILITIES:

- Perform a broad variety of administrative functions including: managing an extremely active calendar of appointments; composing and preparing correspondence that is sometimes confidential; arranging itineraries, and agendas; and compiling documents for meetings.
- Provide leadership to build relationships crucial to the success of the organization and manage a variety of special projects for the CEO, some of which may have organizational impact.
- Successfully complete critical aspects of deliverables with a hands-on approach, including drafting letters/emails, personal correspondence, and other tasks that facilitate the CEO's ability to successfully lead the organization.
- Communicate directly, and on behalf of the CEO, with Board members, donors, staff, and others, on matters related to CEO's programmatic initiatives.
- Support fund raising efforts through gift entry and acknowledgment, as well as analytical reporting.
- Liaise with the Board of Directors and Committees, adhering to compliance with applicable rules and regulations as set forth in the bylaws.
- Establish a team culture working with all levels of staff including executive leadership; maintain confidentiality and professionalism in all matters.
- Support and uphold WiNGS' core values.

MINIMUM REQUIREMENTS:

- Bachelor's degree with at least five years of experience supporting C-Level executives.
- Proficiency with Microsoft Office Suite and basic computer operations is required.
- Expert-level written and verbal communication skills.
- Able to work closely with senior management on special projects, demonstrating good judgment and initiative.
- Strong organizational skills with attention to detail and ability to coordinate multiple tasks.
- Maintain confidentiality, diplomacy and discretion in all dealings with clients, staff and stakeholders.

We offer competitive compensation and comprehensive benefits, including medical, dental, vision, and life insurance, short- and long-term disability plans and retirement, as well as an environment where your professional growth and advancement are cultivated. WiNGS is an Equal Opportunity Employer.

HOW TO APPLY:

For immediate consideration, qualified candidates should submit a resume or application to jobs@wingsdallas.org or fax to 214.584.2313. Job applications can be found on our website at www.wingsdallas.org.