



CHANGE TOMORROW TODAY 365 INCORPORATED

P.O. BOX 18191 • PENSACOLA, FLORIDA 32522 • (850) 665-0634 •
CHANGETOMORROWTODAY365@GMAIL.COM

Job Announcement - Executive Assistant (Independent Contractor)

The Executive Assistant duties and responsibilities include providing support to ensure efficient operation of the office by supporting CTT365's officers, board members, and volunteers through a variety of tasks related to organization and communication. This position will ensure that all duties are accurately completed by deadlines and ensure all deliverables are completed with the highest quality. This position may direct and lead the work of others, and rely on experience and judgment to plan and accomplish goals. A wide degree of creativity and latitude is expected. This position reports to the CEO and CFO/Financial Officer.

Requirements:

- Ability to prioritize and multi-task;
- Detail-oriented;
- Problem-solving skills;
- Strong organizational and planning skills;
- Proficient in MS Office;
- Experienced with Facebook and Instagram.

Responsibilities:

- Assist in the preparation of regularly scheduled financial and informational reports;
- Provide minutes of board and staff meetings;
- Market the agency, its programs and projects;
- Manage social media pages and websites;
- Develop and maintain electronic and manual filing systems;
- Provide accurate information and responses to questions and other requests;
- Handle sensitive information in a confidential manner;
- Other administrative duties as requested.

Skills & Proficiencies:

- Professionalism
- Problem solving skills
- Detail-oriented
- Time management skills
- Written & verbal communication skills
- Team player
- Able to work independently
- Technical skills
- Ability to learn and take direction

Work Hours:

Flexible work hours. Up to 10 hours a week. Will discuss thoroughly during the interview process.

Salary:

\$10 per hour with the ability to earn bonuses for amazing work. Will discuss thoroughly during the interview process.

How to Apply:

Please email your resume to changetomorrowtoday365@gmail.com. If you have additional questions, please contact (850) 525-9620.