



TKP Executive Assistant Job Description

The role of the Executive Assistant is to provide support to the Executive Director and other TKP staff, as needed, to ensure that all operations align with the overall mission, policies, and processes of The Kindness Project. The Executive Assistant reports directly to the Executive Director and is an at-will employee of The Kindness Project.

Key tasks of Executive Assistant include:

Planning Administration

- Assist ED and TKP Board of Directors with Annual Report
- Assist with special project and special events planning
- Salesforce transition/maintenance

Volunteer & Resource Family Administration

- Work with resource families to ensure they understand registration requirements, appointment process and provide us with child placement updates as needed
- Assist in creation of Volunteer Manual w/ policies and incentives
- Support Director of Operations & Engagement (DOE) w/ clearance tracking, Zoom & Orientation updates/scheduling
- Maintain comprehensive and accurate resource family and volunteer records
- Work with Director of Operations & Engagement (DOE) on relevant administrative tasks and 'fun' events for volunteer sustainability
- Exit notes of appreciation for retiring volunteers/board members

Communications Management

- Provide administrative assistance, such as writing and editing emails and preparing communications on the Executive Director's (ED's) behalf
- Coordinate and track donation drives
- Keep Remind text groups current for families, volunteers and board members
- Organize meetings, including scheduling, sending reminders, and organizing catering when necessary
- Schedule & attend all TKP Committee meetings on Google / Send Invite & Reminders / Work on agenda w/ committee chairs / notes during meetings
- Manage the ED's calendar, including making appointments and prioritizing the most sensitive matters



- Develop relationships with county children and youth departments and foster care agency partners to ensure familiarity with our registration process
- Commit to regular communication and appreciation with all TKP sponsors
- Manage & organize TKP Gmail accounts
- Reply to voicemails/texts on Google Voice
- Manage Google Drive
 - Organize placement letters, clearances, RFAs into folders
 - Organize all other folders

Marketing & PR Support

- Provide support with TKP website updates
- Use creative talents to support ED with social media and other design initiatives
- Help brainstorm and coordinate TKP merch - designs / online store, etc.
- Assist with family/volunteer/donor surveys - create charts based on data
- Utilize Canva to create signage for boutiques, events, outreach, etc.
- Help with slideshow presentations/research on foster facts
- Compile Testimonials/Quotes for quick access/social media usage

Budget & Donation Support

- Update and Track gift card distribution on [TKE spreadsheet](#)
- Perform minor accounting duties in coordination with TKP Treasurer and ED
- Draft / Send 'End-of-Year' Donation Acknowledgements for Sponsors & High Donors
- Compile list of online tangible goods donors' info (from email inquiries and private emails in donor folder)
- Online research
 - For charitable divisions of companies (baby equipment/formula/diapers)
 - Grants
 - Other freebies
 - Places to get the word out about TKP to serve more families / find more donors
- Walmart donation coordination/pick up

Job Specifications of TKP Executive Assistant

1. Educational preference is a Bachelor's degree in business administration or related field
2. At least 2 years nonprofit experience
3. Clerical work experience and solid grasp of English - spelling, grammar and punctuation
4. Practical experience with Google Workspace, Canva, Quickbooks, and Salesforce is a plus



5. Social media marketing expertise (Facebook, Instagram, Twitter, LinkedIn)
6. Must be very organized and able to prioritize tasks
7. Ability to perform administrative duties with deliberate speed and accuracy without immediate and constant supervision
8. Must be friendly, personable and able to build harmonious working relationships with TKP leadership, resource families, agency and county partners, volunteers, sponsors and the general public
9. Ability to exercise good judgment in recognizing scope of authority and protecting confidential information is a must