



Mission | PeopleFund creates economic opportunity and financial stability for underserved people by providing access to capital, education and resources to build healthy small businesses.

Executive Assistant/Office Manager

JOB DESCRIPTION: Primary responsibilities include front desk (on-site), general office upkeep, customer service, database maintenance, some book and record keeping, facilities management, executive and administrative assistance. Candidates should demonstrate a genuine interest for these responsibilities and at least 3 years of continuous experience and increasing responsibilities in similar role. This job is located in Austin, TX and it is not a remote job.

REPORTS TO: Initially to CEO

JOB DUTIES:

- Front Desk
 - Welcome / greet visitors and direct them as needed.
 - Answer and transfer inbound calls, answer and direct general email inquiries.
 - Knowledgeable of PeopleFund programs to respond to walk-ins and calls.
 - Routinely check mail and distribute to appropriate parties.
- Executive Support
 - Assist CEO preparing/mailing documents, thank you letters, etc.
 - Work across multiple offices and departments to coordinate meetings, prepare and distribute materials (digital and print) for management and board.
 - Maintain employee and department directories and other contact lists.
 - Onboard new Board members. Update and manage Board binder, meeting notes, meeting packets, and Directors' profiles.
 - Assist with scheduling board, board committees and other meetings as needed.
 - Run office errands for meetings, projects, events, and mailings.
Provide support for meetings and special events: décor, itinerary, audio/visual (backup), vendor management, setup, printouts, etc.
 - Handle highly confidential materials and information.
 - Assist management in maintaining document templates used across departments.
- Facilities & Operations
 - Manage vehicles: maintenance, insurance, gas receipts, registration, and usage (this includes sending reminders and calendar invites for routine maintenance)
 - Maintain insurance and certificates of coverage, procedures and policies updates, memberships, corporate information.
 - Maintain neat, organized, and professional appearance of facilities.
 - Order supplies companywide. Update list of housekeeping items.
 - Manage tenants and coordinate vendors: repairs, maintenance, security/building access, fire safety, office equipment, HVAC, landscaping, irrigation, pest control, storage/shredding, etc.
- Accounting & HR
 - Maintain and assist with some bookkeeping, time sheets and filing.
 - Assist with onboarding of new staff and recruiting.
- Other
 - Coordinate visits, meetings, calendars, scheduling, and travel
 - Perform other tasks as needed or assigned.



REQUIREMENTS

- Exceptional written and verbal communication skills.
- Resourceful, problem solver and effective team player.
- Always willing to help others and take on other tasks to help the organization move forward showing strong sense of urgency and ability to attend competing priorities.
- Able to work with minimal supervision.
- Track record of providing the highest level of customer service while exercising good judgement and sensitivity in dealing with inquiries, walk-ins and calls.
- Experience organizing meetings, preparing, and handling documents, and providing general office operations support.
- Strong work ethic, attention to detail, and highly organized.
- At a minimum: MS Office (Word, Excel, Outlook, PowerPoint), Acrobat and Google/Chrome/MS Edge browser.
- Experience with Constant Contact and preparing journal entries in accounting software strongly preferred.
- Bilingual English Spanish strongly preferred.
- 3+ years of experience as an Executive Assistant/Office Manager.
- Commitment to diversity, equity, inclusion and equal opportunity.

EMPLOYEE BENEFITS

- Health, dental and vision coverage. PeopleFund pays up to 100% for employee only.
- Employee Assistance Program available to certain employees
- Dependent Child Care Spending Account available to certain employees.
- FSA and HSA accounts, Employer paid life insurance, 401(K) retirement plan.
- Monthly cell phone allowance to certain employees.
- Paid time off and paid holidays

STANDARD TERMS OF EMPLOYMENT:

- Employment offers are subject to acceptable credit, background and reference checks.
- Work week time of 9:00am to 6:00pm, Monday through Friday. Exceptionally, may require support to events and meetings outside business hours.
- Texas is an at-will employment state.

TO APPLY: Please review the job description and indicate in your cover letter why this opportunity is important to you. PeopleFund is committed to staff development and the organization offers the selected candidate a unique opportunity to grow with it.

Applications will be accepted and reviewed on a rolling-basis.

If interested, please send an email to people@peoplefund.org with the following attachments in pdf. format — beginning with the email subject line, as noted below:

- Subject line: “Executive Assistant/Office Manager”
- Cover letter along with your resume (include your name + page # in footer)
- Three (3) professional references.

True to our Mission, PeopleFund is committed to recruiting and retaining a diverse staff, and to creating a respectful workplace anchored in a deep, shared commitment to diversity, equity and inclusion: we are proud to be an equal opportunity employer. PeopleFund welcomes applications from all qualified persons, including underrepresented groups who can contribute to our Team’s capabilities as we work together to meet the needs of underserved communities.