

Job Title: Executive Administrative Assistant

### About Newcap, Inc.

At Newcap, Inc., we are driven by our mission to empower individuals to overcome poverty and achieve economic security. As a private nonprofit Community Action Agency, we work tirelessly to create inclusive, thriving communities where everyone has the opportunity to live with dignity and hope. Join our team and make a meaningful impact— together, we're helping transform lives!

### About the Role

We are looking for an **Executive Administrative Assistant** to provide essential high-level support to our Executive Vice President of People Success Services. In this role, you will be the go-to person for organizing and coordinating the flow of information between leadership, staff, and external partners, all while maintaining confidentiality and handling multiple priorities with precision.

### What You'll Do

- Provide executive-level support: Assist the Executive Vice President with daily tasks, calendar management, and communication.
- Data and document management: Maintain and update spreadsheets in Microsoft Excel, prepare reports, and organize files for easy access.
- Calendar and meeting coordination: Schedule meetings, ensure all logistics are in place, and maintain an organized calendar.
- Prepare meeting materials: Take notes and draft meeting minutes, ensuring all team members are kept in the loop.
- Collaborate across teams: Partner with various departments to help achieve agency goals and ensure accurate and timely documentation.
- Office management: Oversee office supplies, outreach materials, and technology needs as required.

### What You Need

- Proven experience in an administrative support role (preferably in a fast-paced setting).
- Proficiency in Microsoft Office Suite (Excel, Word, PowerPoint) and Google Docs.
- Excellent organizational and time management skills—you can juggle multiple tasks without missing a beat.
- Strong communication skills, both written and verbal.
- Ability to maintain confidentiality and exercise discretion in all matters.
- A valid driver's license.

### Why Join Newcap?

When you join Newcap, you're not just starting a job—you're contributing to a cause. Our team is passionate about making a real, lasting impact in the lives of individuals and communities. We offer a family-friendly work environment that supports professional growth and personal well-being.

### We offer

**Stability:** Full-time, year-round employment with a flexible workweek.

**Generous time off:** Over 4 weeks of paid time off in your first year, plus 16 paid holidays.

**Comprehensive benefits:** Medical, dental, and vision coverage with little to no premiums for you and your family.

**Retirement savings:** 403b plan with company match and immediate vesting.

**Employee wellness programs:** Including disability coverage, health + lifestyle savings and employee assistance programs.

**Professional development:** Ongoing training opportunities and career advancement support.

**Team events:** Enjoy family-friendly events and a collaborative work culture.

### Ready to Make a Difference?

If you're passionate about making an impact, love being an organizational pro, and want to be part of a mission-driven team, we'd love to hear from you. Apply today to join Newcap, Inc. and help us build stronger communities for all.