



Elevate life.

Position Description: Executive Assistant

Job Title: Executive Assistant

Organization: Kansans for Life, State Affiliate of National Right to Life

Reports To: Executive Director

Type of Position: Full Time, Salaried Position

Location: Topeka, KS or Remote

Compensation: contingent upon experience

Qualifications:

- Strong passion for the protection of innocent human life.
- A willingness to be a servant leader who demonstrates honesty and integrity.
- Excellent verbal, written and interpersonal communication skills.
- Strong attention to detail with ability to multi-task.
- Must demonstrate strong judgment/decision-making skills and discretion.
- The position requires a team-oriented candidate with strong attention to detail.
- Associate degree or higher is preferred.

Responsibilities:

The Executive Assistant will:

- Report to the Executive Director.
- Provide end to end administrative support for executive director including, managing calendars, scheduling meetings, arranging travel, managing budget and expense reports, and preparing presentations.

- Act as strategic partner to executive leaders while maintaining confidentiality and anticipating administrative needs.
- Respond to situations and requests with thoughtful, timely, and accurate information on behalf of leadership.
- Complete critical aspects of deliverables with a hands-on approach, including drafting acknowledgement letters, emails, and other correspondence.
- Assist and support the Director of Operations in preparing and tracking meetings.
- Develop written materials to support the initiatives of the Executive Director.
- Research, compile, organize, and analyze information and data for special projects.
- Create presentations, reports and other documents as requested.
- Organize catering and event planning for internal meetings, company events and team off-site meetings.
- Collaborate with the broader team where necessary in coordinating travel, internal/external events and meeting management.
- Perform all other duties as assigned.

To Apply:

Please send a resume and three references to KFL, 3301 W. 13th St, Wichita KS 67203, or e-mail to Lois@KFL.org