



Stepping Stones Historic Home of Bill & Lois Wilson

The Stepping Stones Foundation - Position Announcement Executive Assistant

Full-time, Hourly, Medical benefits & 401K with match.

Location: Northern Westchester County, 66 Oak Rd., Katonah, NY, 10536

At the private, nonprofit and tax-exempt National Historic Landmark, Stepping Stones, the Executive Assistant will utilize professional experience and skills to assist in the Executive Director.

Reports to: Executive Director

Primary Responsibilities

Support for Board and Committees

- Create reports, draft meeting minutes, and collates materials for board and other meetings,
- Maintains rosters of board, advisors, committees, and volunteers,
- Serve as a schedule for in person, phone, and online committee, subcommittee, and full board meetings,
- Coordinates catering for board functions.

Finance, Insurance, Tax, Compliance, & Records Administration

- Maintains financial files, including bank and credit cards receipts and statements,
- Creates Excel spreadsheets,
- Makes bank deposits,
- Processes payments and expense reports,
- Coordinates with bookkeeper,
- Files quarterly sales tax, annual excise tax, and quarterly and annual census reports,
- Maintains insurance records and workers compensation documentation provided by vendors,
- Serves as liaison for annual Workers Compensation Audit.

Human Resources Support

- Reports payroll to payroll company,
- Stay abreast trends and best practices in related fields and attends events, trainings, and meetings.
- Manages keyholder and security codes,
- Manages intern and fellow recruitment, onboarding, and training,
- Recruits, trains, and manage volunteers to help in office,
- Recruits and handles paperwork and payments for events staff,
- Coordinate and schedule staff meetings, trainings, events, and outings,
- Administers staff onboarding paperwork,
- Maintains confidential staff files,
- Administers benefits,
- Posts staff notices and communicates federal and state compliance requirements,
- Handle leave time tracking, including healthcare, payroll, 125 plan, and 401K

General and Organizational Support

- Orders and maintains office supplies and equipment such as arranging copier servicing and contract renewal, updating antivirus software, updating postage and rates and changing ink of postage meter,
- Represents organization at events as needed,

General and Organizational Support (Continued)

- Serves as proofreader of all publications,
- Writes correspondence and makes phone calls in response to general inquiries and basic donor inquiries,
- Answers phones and takes messages, donations, and merchandise orders,
- Runs errands,
- Sorts mail and processes in house mailings,
- Helps with data entry,
- Filing, copying, and collating,
- Cleans office as needed; engages housekeeping service when possible,
- Plan, schedule, and manage special projects as assigned,
- Learn all facets of the operation of the site and fill in for colleagues as needed,
- Serves on the disaster preparedness team.

Other duties as assigned.

Required:

- Exceptional ability to pay attention to detail, follow instructions, work in a group setting, and anticipate needs.
- 5 or more years of professional experience,
- Automobile in good working condition for transport of objects, errands, etc.

Preferred:

- Past experience in a museum, historic site, or nonprofit,
- Knowledge or strong interest in 12-Step recovery history,
- Proximity to or residence in Town of Bedford; ideal candidate lives in or within 20 minutes of Bedford/Katonah,
- Bilingual (English and Spanish).

Physical Components of the Position:

Requires the ability to lift, carry, move and set up materials and equipment (examples: moving and organizing boxes; setting up equipment for events and meetings, etc.).

- Involves bending, standing, sitting, kneeling, crouching, carrying, and computer work.
- Requires the ability to move safely over uneven hilly, rocky, and wooded terrain and frequently move up and down narrow and other staircases.
- Requires the ability to move in a confined space (example: organizing a small brochure storage closet).
- It requires the ability to see and respond to dangerous situations, the ability to safely climb a short ladder or step stool, the ability to respond quickly to sounds, and the ability to wear personal protective gear part of each day.
- Office is located in a shared space.

Schedule: In addition to weekdays, this position involves some evening, night, and weekend hours.

Annual Salary Range Dependent on Experience: \$40,000 to \$45,000

Apply with email note, PDF of resume, and optionally provide references to Sally A. Corbett-Turco, Executive Director, info@steppingstones.org

Posted: December 2, 2020