

# THE FAMILY TREE

PROVIDING SOLUTIONS. PREVENTING CHILD ABUSE.

**Title:** Executive Assistant, Full Time, Exempt  
**Compensation:** Competitive  
**Department:** Executive Office  
**Location:** 2108 North Charles Street, Baltimore, MD 21218

**Summary:**

This position provides general administrative support to the Executive Office, Programs & Services and Development Departments which includes scheduling, correspondence, administrative coordination, and prioritizing to meet deadlines. In addition, interfaces with the Board of Directors, staff, funders and external customers.

**Education:**

BA required or 5 years administrative experience in an executive environment in lieu of degree.

**Experience:**

Must possess excellent technical skills (Word, Excel, PowerPoint, Outlook, Raiser's Edge or Access); excellent customer service skills; the ability to work independently and with general supervision in a fast paced environment. Must have own transportation for local travel.

See our benefits listed in the Careers section.

**EOE**