Job Announcement

Job Title	Executive Assistant
Reports To	Executive Director
FLSA Status	Non-Exempt
Pay Scale	$19/hour
Schedule	20 hours/week, schedule TBD
Location	550 N. University Avenue #215, Provo, UT
Transportation	**Access to a car is a plus**, particularly for local travel related to meetings or events.
Performance Reviews	90-day and annually on start date anniversary

Duties and responsibilities:

Project Read is seeking a highly organized and proactive Executive Assistant to support the Executive Director and Executive Leadership Team. This role is critical in ensuring the smooth operation of daily activities by providing administrative support, managing schedules, coordinating meetings, and assisting with special projects. The ideal candidate will be mission-driven, detail-oriented, and capable of handling a dynamic and fast-paced environment while maintaining a high level of professionalism and confidentiality. The Project Read Executive Assistant will help carry out the objectives of Project Read through the following activities:

- Providing high-level administrative support to the Executive Director, including calendar management, communication handling, and document preparation.
- Managing backend human resources functions such as employee onboarding, recordkeeping, and maintaining up-to-date personnel information, including maintaining Board and Staff Contact Lists.
- Administering monthly payroll processing in coordination with payroll service provider.
- Assisting with bookkeeping tasks including invoice tracking, expense reporting, and basic financial reconciliation.
- Ensuring organizational compliance with local, state, and federal regulations (HR, tax, nonprofit operations, etc.).
- Supporting business insurance administration, including renewals, claims tracking, and policy document organization.
- Acting as liaison with IT support providers to coordinate technology setup for new employees, manage software accounts, and troubleshooting technical issues.
- Maintaining confidentiality and data integrity across administrative and operational processes.
- Developing and improving administrative systems to support operational efficiency and scalability.

Application information:

Please submit a resume and cover letter to Ashlen Lemon Chadwick, Project Read Assistant Director, at ashlen@projectreadutah.org.

Qualifications:

- **Bachelor's degree preferred** (or equivalent combination of education and experience).
- **Minimum of 3–5 years of administrative support experience**, ideally in a nonprofit or mission-driven environment.
- **Exceptional organizational and time-management skills**, with the ability to manage multiple priorities and deadlines.
- **Strong written and verbal communication skills**, including proofreading and professional correspondence.
- **Proficiency with Microsoft Office Suite (Word, Excel, Outlook, PowerPoint)** and familiarity with tools like Google Workspace, Zoom, and shared calendars.
- **Experience with database management and CRM systems** (e.g., Salesforce, Bloomerang, or similar platforms) is a plus.
- **Discretion and professionalism when handling confidential information**, including HR and financial records.
- **Proactive and resourceful**, with the ability to anticipate needs and solve problems independently.
- **Team player with a positive, can-do attitude**, comfortable working with colleagues at all levels.
- **Commitment to the mission and values of the organization**, with a desire to contribute to its growth and impact.

Additional information:

- **Non-Exempt Position:** The work week of all of the employees in Project Read who fall under the Fair Labor Standards Act must not exceed forty hours per week.
- **Reports to:** Executive Director
- **Note:** The statements herein are intended to describe the general nature and level of work performed by employees, but it is not a complete list of responsibilities, duties, and skills required of personnel so classified. No contract, either express or implied, respecting the procedures, terms, conditions, or duration of employment is created by this Job Description.
- **Employment at Project Read is on an at-will basis,** which means your employment may be terminated by you or by Project Read at any time, for any reason, or for no reason, with or without notice, and without any procedure or formality. The at-will nature of your employment is not affected by any of the guidelines of this Job Description and cannot be modified by any oral promise from any supervisor or by any other writing unless duly executed by the employee and the Chair of the Board of Trustees. Project Read reserves the right to change, replace, withdraw, or deviate from any of the guidelines contained in this Job Description without prior notice.
- **Project Read is an equal opportunity employer.** All qualified applicants are considered for employment without regard to their race, religion, ancestry, national origin, sex, sexual orientation, age, disability, marital status, domestic partner status, or medical condition.