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Job Summary — Executive Assistant to the CEO

Under the direction of the CEO, the Executive Assistant is responsible for all administrative functions and provides comprehensive administrative support to the Fiscal Department, Mission Advancement Team, and all related operational areas. This position supports the CEO with daily administrative duties, coordination of organizational tasks, and maintenance of efficient office operations.

The role requires professionalism, strong organizational skills, confidentiality, and a mission-focused approach when supporting adults with disabilities.

Salary: \$60,000 annually Schedule: Monday–Friday, 8:00 a.m.–4:00 p.m. Weekends: Off Holidays: Off (agency-observed holidays) Benefits: Full benefits package included (Medical, Dental, PTO, & 401-K)

Essential Functions:

General Administrative Support

1. Assists CEO and Executive Team in implementation of organizational goals and objectives.
2. Oversees office systems; including maintenance of CEO's calendar, authorization of various paperwork as CEO's designee, word processing, mail, distribution of departmental pay checks, staff training in departmental procedures, filing, etc.
3. Maintains policy and procedure manual, ensuring that all policies are reviewed annually and updated as needed. Distribute revised policies to all staff for review and signature.
4. Ensures accurate and timely preparation of numerous legal filings and insurance renewal applications.
5. Communicates policy updates and changes to the insurance carrier. Requests certificates of insurance as appropriate.
6. Assists in the preparation of the annual audit and provide all donation/grant related information as requested by the auditors.
7. Processes and responds to inquiries submitted via the KSI website. Ensure that messages are routed to the appropriate individuals within the organization.
8. Assists in updating the KSI website to include posting of special events, information updates, staff portal, press releases, etc.
9. Assist with KSI's social media platforms and Google business.
10. Processes Kamp Lenape applications and serve as primary source of communication between families and KSI.
11. Adheres to all KSI policies and procedures.
12. Works in a safe manner and follow all safety procedures.
13. Conducts oneself in a positive and professional manner. Will have and project a positive and supportive attitude about KSI, fellow employees and the individuals KSI serves.
14. Maintains specific training and/or certification applicable to position as required; Responsible for completing on-line training on-time. Initial training may include but is not limited to; New Employee Orientation, CPR/AED, First Aid, approved behavior intervention training, and all other trainings and certifications.
15. Additional assignments/responsibilities as directed by CEO.

Grants

1. Ensures accurate and timely preparation of requests for funding as they become available.
2. Coordinates submission of grant applications utilizing funding search software, in addition to invitations from various foundations throughout the year.
3. Assists in processing requests for capital funding, including participation in Capital Campaigns.

Board of Directors

1. Schedules, compile agenda, record and transcribe minutes of the Board of Directors, Standing Committees of the Board, Executive Team, Policy Review, Outcome Measurement, and other supervisory staff meetings.
2. Provides necessary support to the Board of Directors and Standing Committees of the Board.
3. Provides orientation materials for new Board members, and ensure that all documentation is complete.
4. Maintains Board of Directors and Committees Rosters.
5. Maintains Attendance Records for Board members, to be reviewed annually by the Nominating Committee.

Mission Advancement and Donor Relations

1. Assists in the planning of special events, including but not limited to the Annual Awards Dinner, Annual Golf Tournament, and other participant events.
2. Assists the Mission Advancement department with KSI Donor Management Software, event donation pages, year-end tax receipts and correspondence with donors.

Interactions:

Includes contact with all positions within the agency on a daily basis, as well as numerous public contacts with vendors, customers, Board members, participants, funders, donors, etc.

Skills and Abilities:

One must possess excellent word processing and other computer-based skills. Possess excellent written and verbal communication skills along with excellent organizational and planning skills. Good leadership and supervisory skills are required along with the ability to interact with all levels of staff and public entities.

Physical Requirements:

20 lbs. Maximum lifting with frequent lift/carry up to 10 lbs.

Qualifications:

Associate Degree with concentration in business courses is preferred. A minimum of five years secretarial or administrative assistant experience is required. Must be able to pass a criminal background check, Adult Abuse Registry and Child Abuse Registry checks. Must have a valid driver's license with no more than two (2) moving violations at the time of hire.

**KSI, Inc. provides equal employment opportunities to all employees and applicants for employment
F/M/Veterans/Disabled/Sexual Orientation/Gender Identity**