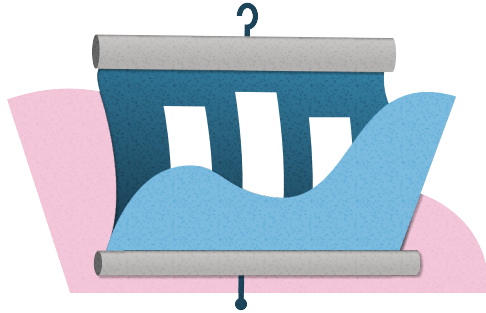



Review the job post



Executive Assistant

Center for Family Life and Recovery, Inc. 

Utica, NY 

Job details

Pay

\$40,000.00 - \$45,000.00 per year

Job type

Full-time

Number of openings for this position

1

Schedule

8 hour shift

Monday to Friday

Benefits

Health insurance

Paid time off

Dental insurance

401(k)

... .

Vision insurance
Flexible schedule
Life insurance
Employee assistance program

Job description

Who We Are:

Truth be told, we're a group unlike any other. Our team is built with individuals who are passionate about promoting wellness and transforming lives. We've created a culture that celebrates the triumphs of sustained recovery from mental health, substance use and behavioral issues. Our optimism and spreading positive vibes can't be help but be contagious to others.

Our Culture:

CFLR is driven by five core values; with these core values in place it allows our company to thrive and establishes a team up to be the best they can be. Our core values include:

- Deliver high quality, caring, compassionate and empathetic services
- Be collaborative, open-minded, and embrace change
- Encourage growth, learning and be supportive
- Build an understanding and welcoming environment with accountability and team spirit
- Be passionate, determined and humble

Your Job Responsibilities:

- Oversees, organizes, and schedules meetings for the CEO and COO
- Oversees and organizes business calendar for the CEO and COO
- Assist with special projects and take ownership (if necessary) for the development, administration, and promotion of specific projects.
- Attends and prepares committee meetings, including recording and distributing minutes, agendas and other relevant information to committee members and other meetings as requested.
- Uses discretion, and good judgment in handling sensitive and confidential information.
- Assist the CEO and COO in achieving the goals and objectives outlined by the organization's Strategic Plan.
- Strategizes. plans. and executes primary deliverables top donors

strategies, plans, and executes primary donor relationship activities

- Manages and coordinates all donor relation projects
- Assist other departments in marketing needs when needed

Come Join Our Team!

[Hide](#)



Supplemental pay

Supplemental pay was not provided and will not appear on the job post.

[+ Add](#)

Work location

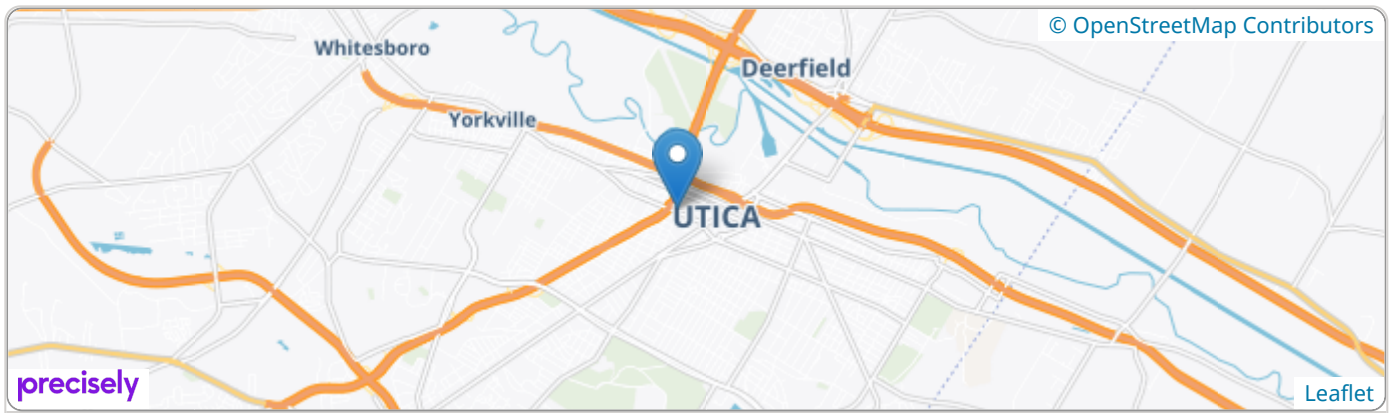
- One location



COVID-19 precautions

COVID-19 precautions was not provided and will not appear on the job post.

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A map showing the location of the job post in Utica, NY. The map is centered on a blue location pin in Utica. Surrounding areas include Whitesboro, Yorkville, and Deerfield. The map is overlaid with orange and yellow lines, possibly representing transit routes. The map is credited to OpenStreetMap Contributors and Leaflet. The text 'precisely' is visible in the bottom left corner of the map area.

502 Court Street, Utica, NY

Company photos and videos



Company photos and videos

Photos and videos were not added and will not appear on the job post.

[+ Add](#)

Settings

The following information will not be shared on your job post.



Application settings

Apply method

- Email

Resume required

- Yes

Send application updates to

- cflr-hr@cflrinc.org

Allow messages

- No, do not let people who apply to the job message about their application

Employer Assist

- No, do not automatically decline candidates

Customized pre-screening

- Application Question: What is the highest level of education you have completed? (Deal breaker)
- Application Question: How many years of Microsoft Office Suite experience do you have? (Deal breaker)
- Application Question: How many years of C-Level experience do you have? (Deal breaker)

Job settings

Country and language

- United States
- English

Advertising location

- Utica, NY

Expect to hire within

- 1 to 2 weeks

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