



Selah Counseling Center

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Lincoln, NE 68505

Tel: (402) 948-4702

Email: hello@selahcounselingcenter.org

Position Title: Executive Assistant

Location: Hybrid of Selah Counseling Center and At-Home

Reports To: Assistant Director

Status: Part-Time 15-20 hours per week

Compensation: \$25-\$35/hour

About Us:

Selah Counseling Center is a 501(c)3 non-profit organization committed to offering Christ-centered, accessible, and affordable mental health services. We provide trauma-informed care that supports individuals and families through holistic healing. Our mission is to make compassionate mental health care accessible to all, regardless of financial barriers.

Position Overview:

The **Executive Assistant** is a mission-critical role that ensures the efficiency, coordination, and success of Selah Counseling Center's executive leadership. This position provides high-level support to the organization's Directors, enabling them to focus on strategic initiatives and organizational growth.

Beyond administrative support, this role functions as an operational partner to leadership – managing various calendars, driving key initiatives, coordinating high-stakes communications, and overseeing critical projects. The Executive Assistant must be highly organized, independently proactive, and capable of managing multiple complex priorities with discretion and professionalism.

The ideal candidate is detail-oriented, an expert multitasker, a fast decision-maker within their scope, and a self-starter who anticipates needs before they arise. This role is foundational to the leadership team's ability to operate at the highest level.

Key Responsibilities

- **Strategic Administrative Partnership:** Proactively manage multiple schedules, meetings, and engagements for Directors and leadership team members, ensuring alignment with strategic priorities.
- **Leadership Team Coordination:** Organize leadership meetings, prepare materials, track follow-ups, and ensure efficient communication and accountability across departments.
- **High-Level Communication Management:** Draft, edit, and manage professional internal and external communications with clarity, confidentiality, and mission alignment.

- **Project and Initiative Management:** Drive the execution of key projects, track deadlines, maintain project documentation, and follow up on deliverables across leadership initiatives.
- **Operational Problem-Solving:** Anticipate challenges, propose solutions, and implement operational improvements without waiting for direction.
- **Stakeholder Engagement:** Serve as a point of contact for board members, donors, community leaders, and key partners, facilitating strong relationships and timely communication.
- **Confidential Information Stewardship:** Manage sensitive information and organizational data with the highest degree of professionalism and confidentiality.
- **Continuous Organizational Improvement:** Evaluate and refine administrative systems, workflows, and leadership support practices to improve overall effectiveness.

Qualifications

- Bachelor's degree required; additional education or certification in business administration, project management, or nonprofit management preferred.
- 3+ years of executive administrative support experience for multiple senior leaders in a dynamic, fast-paced environment (nonprofit experience a plus).
- Exceptional organizational skills and the proven ability to manage multiple high-priority projects and deadlines simultaneously.
- Strong written and verbal communication skills, with the ability to independently prepare reports, presentations, and correspondence.
- High proficiency in Google Suite, Word, Excel, Outlook, PowerPoint, Canva and CRM/donor management software.
- Self-starter mentality, able to work independently while collaborating seamlessly with multiple leaders and departments.
- Deep alignment with the values, mission, and service-driven culture of Selah Counseling Center

Core Competencies

- **Mission-Critical Support:** Recognizes and embraces the vital role of leadership support in organizational success.
- **Executive Judgment and Representation:** Trusted to safeguard executive interests with decisive judgment, absolute discretion, and advanced emotional intelligence to navigate sensitive dynamics and build strong, strategic relationships in high-impact environments.
- **Operational Excellence:** Maintains high standards for precision, quality, and efficiency.
- **Independent Action:** Drives priorities and solutions forward without requiring constant supervision.

- **Expert Multitasking:** Skillfully juggles dynamic tasks, deadlines, and stakeholders in a fluid environment.
- **Confidentiality and Discretion:** Protects sensitive information and builds trust with all stakeholders.
- **Team Collaboration:** Partners closely with leadership while remaining agile and resourceful across the organization.

What We Provide:

- **Highly Competitive Compensation:** We believe exceptional work deserves exceptional pay.
- **An Exceptional Work Environment:** Join a team that values collaboration, authenticity, and genuine joy in the work we do.
- **Flexible Scheduling with a Hybrid Model:** Enjoy a healthy work-life balance with a schedule that includes opportunity for remote work.
- **Professional Growth and Advancement:** As a growing nonprofit, we offer meaningful opportunities for career development and leadership.
- **Stable and Expandable Hours:** Start with 15-20 hours per week, with the strong potential for additional hours with high performance and as Selah Counseling Center continues to grow.
- **Engaged and Purpose-Driven Work:** Primarily based in our office, with occasional evening and weekend commitments to support important board meetings, leadership retreats, and organizational events that shape our mission and impact.

How to Apply

Please submit your resume and a detailed cover letter highlighting your experience, skills, and passion for supporting leadership excellence to lauren@selahcounselingcenter.org.