



JOB DESCRIPTION

Job Title: Executive Assistant & FUEL Project Assistant

Location: Decatur, Illinois

FLSA Status: Exempt

Position Type: Full-Time

POSITION SUMMARY

The **Executive Assistant & FUEL Project Assistant** serves as a key administrative, organizational, and project-support partner. This position is responsible for helping manage the day-to-day administrative functions associated with leadership, community initiatives, partnerships, meetings, events, communications, and the FUEL Community Food Access Initiative.

The successful candidate will be highly organized, proactive, dependable, resourceful, and comfortable managing multiple priorities. This individual must be able to anticipate needs, follow projects through to completion, communicate effectively with internal and external partners, and always maintain confidentiality and professionalism.

This is a **high-trust, high-responsibility position** designed for an individual who can work independently while keeping leadership informed, organized, and prepared.

The position will support the continued development of **FUEL**, a community food access initiative designed to increase access to fresh, nutritious food while strengthening local agricultural and community partnerships.

ABOUT FUEL

FUEL is a community food access initiative designed to connect individuals and families with nutritious, farm-sourced food while addressing gaps in food access throughout Decatur and Macon County.

FUEL's work includes:

- **Family Access:** Connecting families with fresh fruits, vegetables, dairy products, meat, and other nutritious foods through partnerships with food banks and community organizations.
- **Community Access:** Developing neighborhood-based food access through Little Free FUEL Pantries and the FUEL-on-the-Go Express Truck.
- **School-Based Access:** Establishing Mini FUEL Marts in schools to provide students, families, and educators with discreet access to shelf-stable food and essential items.
- **FUEL Packs:** Supporting students and families through supplemental food resources.
- **Agricultural Partnerships:** Connecting local agriculture, farms, educators, businesses, and community organizations to strengthen the local food system.

The Executive Assistant & FUEL Project Assistant will help ensure that the administrative and operational systems supporting this work are organized, timely, and effective.

ESSENTIAL RESPONSIBILITIES

Executive & Administrative Support

Provide direct administrative support including:

- Manage and coordinate calendars, meetings, appointments, and scheduling.
- Assist with prioritizing meetings, deadlines, invitations, and competing requests.
- Prepare meeting agendas, briefing materials, packets, notes, and follow-up items.
- Coordinate meeting locations, technology, catering, materials, and other logistics.

- Monitor deadlines and remind leadership of upcoming commitments.
- Prepare correspondence, letters, emails, reports, forms, and other documents.
- Assist with travel arrangements, itineraries, registrations, and related logistics.
- Maintain organized electronic and physical files.
- Support the preparation and organization of presentations and public-facing materials.
- Screen, organize, and appropriately route routine inquiries and requests.
- Maintain confidentiality regarding organizational, personnel, donor, student, partner, and other sensitive information.

Project Coordination & Follow-Through

Serve as an organizational resource to ensure projects move from planning to completion.

Responsibilities include:

- Maintain project calendars, timelines, task lists, and deadlines.
- Track assignments and follow up with team members when necessary.
- Assist with grant-related documentation, reports, invoices, receipts, and supporting materials.
- Organize project files and maintain accurate records.
- Help prepare materials for internal and external meetings.
- Track action items following meetings and assist with follow-through.
- Identify outstanding tasks or potential delays and bring them to leadership's attention.
- Assist with research, data collection, spreadsheets, and project documentation.
- Help develop systems that improve organizational efficiency and accountability.

FUEL Project Support

Provide administrative and logistical support for the FUEL Community Food Access Initiative, including:

- Assist with coordinating FUEL meetings, events, distributions, and community activities.
- Assist with documenting program activities, participation, outcomes, and community impact.
- Help prepare reports, presentations, grant updates, and other FUEL materials.
- Support communications and outreach related to FUEL programming.

Meetings, Events & Community Engagement

- Coordinate logistics for meetings, workshops, community events, and program activities.
- Reserve meeting spaces and coordinate audio/visual needs.
- Arrange meals, refreshments, supplies, and materials.
- Prepare sign-in sheets, name badges, agendas, packets, and other event materials.
- Assist with event setup, execution, and breakdown as needed.
- Communicate with vendors, community partners, schools, organizations, and other stakeholders.
- Maintain event calendars and post-event documentation.

Communication & Relationship Management

Serve as a professional point of contact for routine communication involving the office and assigned projects.

- Draft and respond to routine correspondence.
- Communicate professionally with community partners, donors, schools, businesses, volunteers, and residents.
- Coordinate information between internal staff and external partners.
- Maintain professional relationships with vendors and service providers.
- Assist with follow-up communication after meetings and events.
- Ensure commitments and requests are documented and appropriately routed.

Office & Organizational Management

- Maintain organized digital and physical filing systems.
- Assist with ordering office and program supplies.
- Coordinate printing, copying, scanning, mailing, and document preparation.
- Maintain shared calendars, folders, spreadsheets, and project management tools.
- Help establish administrative systems and procedures that improve efficiency.

Special Projects

Assist with special projects and emerging priorities, which may include: Community initiatives, Leadership

programs, Community events, Partner engagement, Research and presentations, and Communications and outreach.

QUALIFICATIONS

Required

- High school diploma or equivalent.
- Demonstrated administrative, organizational, or project-support experience.
- Strong written and verbal communication skills.
- Excellent organizational skills and attention to detail.
- Ability to manage multiple priorities and deadlines.
- Ability to work independently with minimal supervision.
- Strong interpersonal skills and professional demeanor.
- Proficiency with Microsoft Office and/or Google Workspace.
- Ability to maintain confidentiality and exercise sound judgment.
- Dependable, flexible, and willing to take initiative.
- Experience supporting an executive, director, administrator, or senior leader.
- Experience with spreadsheets, databases, project management platforms, and digital file-management systems.

IDEAL CANDIDATE

The ideal candidate is someone who:

- **Sees what needs to be done and does it.**
- Can manage details without losing sight of the bigger picture.
- Is comfortable communicating with executives, community leaders, students, families, businesses, and community partners.
- Can anticipate needs rather than waiting to be asked.
- Can manage confidential information with discretion.
- Is organized enough to keep multiple projects moving simultaneously.
- Is comfortable in a fast-paced environment where priorities may change.
- Represents United Way and its leadership with professionalism and integrity.
- Takes ownership of assignments and follows them through to completion.
- Understands that successful community work requires both strong relationships and strong administrative systems.

KEY COMPETENCIES

- **Organization & Time Management:** Ability to manage calendars, deadlines, projects, meetings, and competing priorities.
- **Initiative:** Ability to identify what needs to happen next and take appropriate action without waiting for direction.
- **Communication:** Ability to communicate clearly, professionally, and appropriately with a wide range of individuals.
- **Discretion & Confidentiality:** Ability to handle sensitive information with maturity and professionalism.
- **Project Management:** Ability to track multiple assignments, deadlines, deliverables, and follow-up activities.
- **Relationship Building:** Ability to establish and maintain positive working relationships with staff, partners, volunteers, community organizations, and stakeholders.
- **Problem Solving:** Ability to assess situations, identify solutions, and resolve routine issues independently.
- **Adaptability:** Ability to adjust priorities and respond effectively to changing organizational and community needs.

WORKING CONDITIONS

- Full-time position.
- Primarily office-based with opportunities for community-based work.
- Occasional evening and weekend hours may be required based on meetings, events, and program needs.

- Local travel may be required for meetings, events, partner visits, and program activities.
- Position requires regular interaction with staff, community partners, volunteers, students, families, and members of the public.

COMPENSATION & BENEFITS

United Way of Decatur and Mid-Illinois offer a competitive compensation and benefits package, including:

- Health insurance
- Retirement plan options
- Paid time off
- Professional development opportunities

Salary will be commensurate with qualifications and experience.

HOW TO APPLY

Interested candidates should submit a resume and cover letter describing their qualifications and interest in the position to:

United Way of Decatur and Mid-Illinois
Attn: Dr. Juanita Morris
201 West Eldorado Street
Decatur, IL 62522
Email: juanita@uwdecatur.org

Please include "Executive Assistant & FUEL Project Assistant" in the subject line of the email.

United Way of Decatur and Mid-Illinois is committed to creating an inclusive workplace and encourages qualified individuals who are passionate about strengthening our community to apply.