

We Are *Hiring!*



Executive Assistant

This isn't a simple administrative job. It's a calling in support of a leader and organization working to courageously transform thousands of lives.

Our culture is marked by active faith, redemptive dignity, hopeful community, courageous transformation, and boundless love.

We believe that every person is important to God and their community therefore, we support people in discovering their value, renewing dignity where it has eroded, and inspiring them toward a future filled with hope.



TO APPLY:

Submit resume and cover letter to employment@togethercanby.org.

Resumes received without a cover letter will not be considered.

DETAILS:

Position Title: Executive Assistant

Reports To: Executive Director

Classification: Full-Time, 40 hours, Non-Exempt

Pay Range: \$24-\$27 Hourly DOE

BENEFITS:

- Qualified Small Employment Health Reimbursement Arrangement (QSEHRA), a tax-advantaged reimbursement plan providing reimbursement for a wide variety of medical, dental, and vision expenses
- Paid time off for vacation, sick, 1 personal holiday and 6 paid holidays per calendar year
- Simple IRA with up to 3% employer match, beginning after 1 year of employment
- Tuition reimbursement opportunities for continuing education

WORK ENVIRONMENT:

- Standard office environment in Canby, OR, with occasional in-town travel
- Must be able to lift 40 lbs.

DESCRIPTION:

The Executive Assistant (EA) serves as a highly trusted organizational partner supporting the Executive Director's (ED) leadership, the Executive Team of Directors and The Board. The EA acts with confidentiality, discretion and sound judgment to align priorities, streamline processes, and strengthen the organization's overall effectiveness.

RESPONSIBILITIES:

Executive Director Support (60%)

Strengthens the effectiveness of the Executive Director by providing proactive, organized, and strategic support; ensures leadership priorities are executed efficiently and aligned with the organization's branding, culture, and values.

- Stewardship of the ED's time and priorities — Manages the ED's calendar, information flow, and external commitments so leadership energy is directed toward the highest-impact work. Ensuring meetings have purpose and outcomes.
- Operational continuity — Owns the ED's office systems, files, receipts, supplies, and follow-up communications, ensuring nothing falls through the cracks.
- Relational and reputational care — Handles correspondence, thank-you notes, and gift selection with the warmth and attentiveness that reflects the organization's values.
- Other duties as assigned by the ED

Leadership Communication and Representation (30%)

Serves as a trusted communication leader on behalf of the ED, ensuring clarity, accuracy, and alignment across the organization and with external partners.

- Organizational communication — Represents To:gether Canby and the Executive Team (5 Directors) with clarity and relational intelligence across all stakeholder touchpoints — staff, community partners, funders, and the Board. This includes the preparation of presentations, emails, and direct mail letters, etc.
- Event and meeting stewardship — Leads the planning and execution of staff and Board meetings, retreats, and trainings from logistics through atmosphere, shaping experiences that serve desired outcomes.

Board of Directors and Other Support (10%)

- Board health and engagement — Manages the full cycle of Board meetings, retreats, and ED evaluations; ensures all members are equipped to participate.

QUALIFICATIONS:

Required

- Strong relationship-builder who reinforces a positive, collaborative culture
- High integrity and ability to maintain confidentiality
- Exercises discernment, empathy, and discretion
- Exceptional written and verbal communication skills
- Strong eye for design, aesthetics, and visual communication
- Excellent time management and organizational skills
- Bachelor's degree preferred
- Minimum 2 years of experience in communications, administrative, or equivalent roles preferred
- Proficient in various computer software
- Valid driver's license and ability to drive

Because we believe that professionally qualified, committed Christian personnel are key to the operation of a faith-based nonprofit, and that employees, by the pattern of their lives serve as role models to our participants, the job descriptions for all employment positions at To:gether Canby contain the following statements relating to required personal qualities.

General Employment Requirements

- The employee will have received Jesus Christ as his/her personal Savior, John 1:12.
- The employee will be in agreement with To:gether Canby's doctrinal statement.
- The employee will believe that the Bible is God's Word and standard for faith and daily living, II Timothy 3:16-17.
- The employee will be a Christian role model in attitude, speech, and actions toward others. This includes being committed to God's Biblical standards for morality and sexual conduct, I Timothy 4:12; Luke 6:40; Colossians 3:17; Titus 2:7-8; I Thessalonians 2:10 and 5:22.
- The employee will be a regular participant in a community of Christian faith that affirms these beliefs/practices.