



## **Executive Assistant Non-profit Assistant**

MDFT International is a 501(c)(3) non-profit charity, created by University of Miami Professors and researchers in 2009. The organization was founded to facilitate dissemination and adoption of Multidimensional Family Therapy (MDFT) and Multidimensional Family Recovery (MDFR) by community-based clinicians and behavioral health professionals across the United States and Europe. MDFT is an evidenced-based, family-centered treatment for youth with substance abuse, delinquency, mental health, and behavioral problems. MDFR is a family-based intervention for parents involved in the child welfare system. Our primary mission is to help providers deliver excellent interventions that dramatically improve the lives of youth, children and families through training, consultation, and ongoing Quality Assurance (QA) and technical support.

We are currently seeking a high-level Executive Assistant to support the Director and administrative team to carry out a range of functions. The ideal candidate for this position would be somebody who is a self-starter with excellent organization and communication skills, and an ability to set priorities and work independently. They should be open to learning new skills and software.

### **Duties:**

- Create and source relevant social media content; post compelling and interesting articles and messages regularly on social media channels
- Create and maintain electronic filing systems
- Coordinate executive communications within and outside of the network
- Prepare communications (e.g. email, memos), and internal and external documents
- Assist the team and their collaborators in research activities (data collection, literature reviews, preparing manuscripts for publication)
- Design and produce professional quality PowerPoint presentations, training documents, and manuals for administrators and trainers
- Communicate with the organization's clients (administrators and clinicians in MDFT Programs around the world), third-party vendors, and others outside the organization
- Maintain the organization's mailing list
- Organize travel, meetings and events, including at least one small conference for approximately 35 MDFT Trainers on an annual basis

- Manage administrative and programmatic timelines to ensure that tasks and projects are completed on time
- Uphold professionalism and a strict level of confidentiality in all matters
- Other duties as assigned.

Requirements:

- Bachelor's degree
- Excellent verbal and written communication skills
- Excellent interpersonal skills, collaborative mindset, and eagerness to work in a team environment
- Working knowledge of non-profit organizations and a service orientation
- Strong computer skills, including proficiency in using Microsoft Office and Adobe
- High proficiency in working with both Apple IOS/MacOS computers and operating systems.
- Solid social media skills (Facebook, LinkedIn, Twitter, Instagram) and willingness to explore and learn new applications to fulfill our mission
- Excellent coordination and organizational skills; ability to multi-task

The organization is small and accommodating to flexible work schedules. Salary and benefits are commensurate with experience.

Interested candidates please submit a resume to [info@mdft.org](mailto:info@mdft.org) with the subject line: Executive Assistant.

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