



Now accepting applications for

Executive Assistant ([full job description here](#))

Location: Valiant Hearts Headquarters- North Richland Hills, TX

Status: Contract-to-Hire (Part-Time 15-20 hours)

Compensation: Inquiries welcome. Please email careers@valianthearts.org

Benefits: We understand that trauma work can take its toll, so we offer Paid Time Off, Self-Care Time, and Telehealth Services (dependent upon eligibility and job classification).

Organization Summary:

Valiant Hearts is on a mission to heal, restore and empower sexually exploited women through compassionate and customized care. We offer holistic help and healing through emergency housing, support groups, mentorship, education, and more!

Since 2011, we've served sexually exploited women from the Dallas-Fort Worth area and are one of few organizations providing stabilization for women in crisis. Our goal is to walk alongside survivors of exploitation and trafficking as they begin a journey of healing and restoration. We want these brave women to know that we are with them for the long haul!

Who are we looking for?

We are searching for a strong, competent Executive Assistant (EA) to join us on the front lines of igniting hope to end exploitation. The Executive Assistant is a central part of our organization and **MUST** possess the insight, professionalism, and flexibility to help take this

high-performing team to the next level of greatness.

The Executive Assistant is a crucial role as the EA supports the Executive Director (ED) in multi-faceted ways. This person upholds a high level of confidentiality, organizes projects, and provides executive-level support that models the culture and core values of Valiant Hearts.

The Executive Assistant often functions as the "eyes and ears" for the ED by building collaborative and compassionate relationships with other team members, donors, volunteers, partners and clients.

We are looking for someone who is creative, trust-worthy and committed to supporting the vision set forth by the ED. Additionally, the Executive Assistant performs well in a complex, time-sensitive, confidential environment. Our next Executive Assistant is a motivated, thought and action expert who effectively relates to people and the execution and delegation of tasks.

Should you apply?

1. Are you passionate about seeing the vision of an Executive-level leader realized? Do you thrive when finding solutions to situations that may inhibit the flourishing of organizational goals?
2. Are you task-oriented but people-centered?
3. Working with a vulnerable population can create unique challenges that vary from one day to the next. Can you thrive in a fast-paced, ever changing environment?

If you answered “yes” to these questions and possess the attributes, experience, and skills required to excel in this position, we encourage you to [apply!](#)

Required Attributes:

- Skilled relationship builder
- Protective confidant
- Detail-Oriented and focused multitasker
- Intuitive Initiator
- Tech-Savvy
- Expert in working collaboratively and independently
- Highly organized and efficient
- Calm and works well under pressure
- Professional yet Personable
- High Emotional Intelligence

Position Requirements:

- Bachelor’s Degree (preferred)
- 3-5 years of Administrative or Clerical experience
- Experience with Google G-Suite and web-based applications

Primary Areas of Responsibility:

- Develop, implement and maintain an efficient calendaring system for the Executive Director
- Ensure that email and other correspondence are answered in a timely manner
- Plan weekly, monthly and quarterly staff meetings, meals and/or outings
- **Facilitate fundraising campaigns, donor management, and donor care**
- **Support the fund development strategy, including but not limited to grant and/or donor prospect research**
- Weekly time management of government grant employees
- Maintain organized files and records for the Executive Director
- Act as liaison between ED and staff

To Be Considered For Employment

Complete the [Employment Application](#).

Submit a signed copy along with your cover letter, résumé and 2-3 professional references to careers@valianthearts.org or P.O. Box 92511, Southlake, TX 76092.