



Executive Assistant

Western DuPage Special Recreation Association (WDSRA)

Contact Name: Lisa Santoria

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Contact Phone: 630-681-0962

Closing Date:

Salary: \$24-\$26 per hour

Description:

About Us

At WDSRA, we don't just offer recreation—we open doors to untapped potential and a lifetime of possibilities. We're a vibrant, mission-driven organization that believes in the power of inclusion, community, and fun. If you thrive in a fast-paced environment and have a knack for keeping things running smoothly, we want YOU!

What You'll Do

As our Executive Assistant, you'll be the trusted right hand to our Superintendent of Communications & Development and assist our Executive Director. You'll keep things organized, efficient, and on track—while adding your own flair to the mix.

- Be the wizard behind our donor database (Donor Perfect), keeping records pristine and acknowledgements prompt
- Coordinate board meetings like a pro—agendas, minutes, and board packet
- Manage calendars, schedule meetings, and facilitate staff events with finesse
- Keep our executive contacts and legislative lists fresh and accurate
- Support fundraising efforts with reports, mailing lists, and event prep and execution
- Oversee record retention and help us shine during accreditation
- And yes, you'll be the go-to for “Can you help with this?” moments

What You Bring

We're looking for someone who's equal parts organized, tech-savvy, and people-smart.

- 4+ years supporting leadership or management
- Mastery of Microsoft Office Suite (especially Excel!)
- Experience with donor databases (Donor Perfect = bonus points)
- Board minute-taking experience preferred
- A love for details, deadlines, and doing things right
- Stellar communication skills and a warm, professional demeanor

Why You'll Love It Here

- Work with a passionate team that values creativity, collaboration, and community
- Make a meaningful impact every single day
- Enjoy a flexible part-time schedule
- Be part of an organization that celebrates YOU

Benefits

- Part-Time Paid for All Leave Act

Ready to bring your skills to a place that makes a difference? Apply now and help us keep the magic moving at WDSRA!

How to Apply:

Interested candidates can highlight and right-click the link below or go to:

www.wdsra.com

<https://secure6.saashr.com/ta/6189871.careers?ApplyToJob=654761695>