

# FAMILIES FORWARD

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**Job Title: Executive Assistant**

**Reports to: CEO**

**Education Requirement: Bachelor's Degree or equivalent education and experience**

**Experience Required: Minimum of 3 years administration or related experience.**

**Position: Non-exempt, 30 hours a week**

**Job Summary:**

The Executive Assistant is responsible for directly supporting the CEO. They will also serve as a liaison to the board of directors and senior management team. These responsibilities align with support through meeting agendas and notices, committees, interaction with staff and special projects. In addition, the Executive Assistant will work with the CEO on communications, and other confidential matters.

**Essential Job Duties:**

CEO Support (50%)

- Plan, schedule and maintain meetings, appointments, and travel arrangements.
- Anticipate and prepare for upcoming meetings including any required documents and materials.
- Prepare and edit communications, presentations and other documents including research as needed.
- Organize and maintain files and records.
- Support and coordinate project-based work.

Board Administration (30%)

- Primary interface with the Board of Directors
- Set up, attend, prepare, and distribute all materials, agendas, minutes and supporting documents for the Board, Executive and designated committee meetings.
- Maintain Board rosters and attendance.
- Facilitate the Board orientations and new member manuals.
- Support Board special events.

Executive Management Support (20%)

- Provide general support to Executive Management team as needed.
- Prepare and maintain meeting minutes, agendas and meeting preparation for Executive Management led Board Committees.

**Special Projects/Other Duties as Assigned**

**Additional Qualifications:**

- Excellent written and verbal communication skills.
- Strong interpersonal skills with the ability to build relationships.
- Proficient computer skills and in-depth knowledge of MS Office Suite.
- Exercise good judgement in a variety of situations.
- Proven ability to handle confidential information with discretion.
- Flexible hours for early meetings as well as occasional responsibilities on the weekend or in the evening.
- Ability to occasionally lift or carry 25 pounds.
- Valid California Driver License and State Mandated Vehicle Insurance.

**Note:** This job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee. Management reserves the right to assign or reassign duties and responsibilities to this job at any time.

*Send resumes to Elizabeth Childs, Director of Operations, at [echilds@families-forward.org](mailto:echilds@families-forward.org). No phone calls please.*