

FAMILIES FORWARD

UNTIL EVERY FAMILY HAS A HOME

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, 38 hours a week

Pay Range: \$22.00-26.00 per hour, based on experience

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 leadership 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:

Executive Leadership Support (50%)

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

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.

Employee Engagement Support (10%)

- Lead employee engagement efforts with CEO, Leadership team, and staff.
- Schedule and coordinate staff events and activities.

Admin and HR Support (10%)

- Support with administrative tasks and functions including opening daily mail, managing Families Forward info email inbox, assisting with managing all staff directory/phone lists, and more.
- Support with HR functions as needed.

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.

Pay Range: \$22-26 per hour, depending on experience.

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 Marissa Hall, Director of Operations, at mhall@families-forward.org. No phone calls please.