FAMILIES FORWARD

UNTIL EVERY FAMILY HAS A HOME

Job Title: Executive Assistant
Reports to: CEO
Education Preferred (Not Required): Bachelor's Degree or equivalent education and experience
Experience Required: Minimum of 3 years of administration or related experience (non-profit experience preferred)
Position is: Non-exempt, Full-time (36-38 hours per week)
Pay Range: $23.00-27.00 per hour, based on experience

Job Summary:
Families Forward is a mission-driven nonprofit committed to preventing and ending family homelessness by providing access to housing and resources that promote lasting stability. We are seeking a highly organized, proactive, and compassionate Executive Assistant to support the CEO and leadership team. This role is essential in helping the organization operate efficiently and strategically at the executive level. This role requires strong organizational skills, discretion, and a passion for supporting mission-driven work. The ideal candidate is proactive, detail-oriented, and committed to the values of our organization. This position plays a central role in facilitating smooth operations, effective internal communication, and a positive workplace culture.

Essential Job Duties:

CEO and Executive Leadership Support (45% of time spent):

- Provide direct administrative support to the CEO, including managing calendars, scheduling meetings, and coordinating travel.
- Provide administrative support to the Executive Leadership team as needed, including scheduling calendars and project coordination, document preparation, and logistics for strategic initiatives.
- Assist with maintaining agency-wide organizational calendars and timelines for events, reports, and meetings.
- Prepare and edit correspondence, presentations, board materials, and internal documents.
- Support CEO in donor stewardship and development activities, including event coordination and tracking communications.
- Maintain confidentiality and demonstrate cultural humility when working with sensitive information related to clients and operations.
- Conduct research and support strategic initiatives at the request of the CEO.

Board Administration (30% of time spent):

- Primary interface with the Board of Directors.
- Coordinate logistics for board of directors and committee meetings: prepare agendas, compile meeting packets, set-up meetings, take minutes, and track follow-up actions.
- Maintain Board rosters and attendance.
- Facilitate the Board orientations and new member manuals.
- Support Board of Directors special events.
- Organize and maintain board related files and records in SharePoint.

Admin and HR Support (15% of time spent):

- 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 HR functions as needed, including scheduling interviews and coordinating onboarding logistics for new staff.

- Assist with processing invoices, check requests, and coding expense reimbursements in coordination with the Finance team.
- Track receipts and reconcile credit card transactions for the CEO and executive leadership team.
- Assist with tracking and updating organizational policies, procedures, and administrative documents.

Employee Engagement Support (10% of time spent):

- Help plan and coordinate all-staff meetings, retreats, appreciation events, and wellness initiatives.
- Support efforts to foster a strong, inclusive organizational culture by gathering staff feedback, assisting with engagement surveys, and helping implement morale-boosting activities.
- Serve as a trusted partner to staff across departments to promote collaboration and ensure clear communication between leadership and team members.

Special Projects/Other Duties as Assigned

Additional Qualifications:

- Exceptional communication, writing, and editing skills.
- Strong organizational and multitasking abilities with attention to detail.
- Proficiency in Microsoft Office, Zoom, and project management tools.
- Ability to work independently, prioritize effectively, and handle sensitive information with integrity.
- Deep commitment to the mission of ending homelessness and supporting underserved populations.
- Strong interpersonal skills with the ability to build relationships.
- Exercise good judgement in a variety of situations.
- Flexible hours for early meetings as well as occasional responsibilities on the weekends or in the evening.
- Ability to occasionally lift or carry 25 pounds.
- Valid California Driver License and State Mandated Vehicle Insurance.

Don't meet every single requirement? We encourage you to apply anyway. At Families Forward, we value diverse backgrounds, perspectives, and lived experiences. If you're excited about this role and our mission to end homelessness, we want to hear from you—even if your experience doesn't align perfectly with every qualification.

Benefits

- Families Forward is committed to offering competitive compensation, full benefits, and professional development opportunities for our employees. Our benefits package includes medical, dental, and vision; flexible spending account; life insurance; 403B retirement plan; generous time off including paid holidays, vacation, sick time; phone or phone stipend; and a variety of other benefits to support our employees.

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.

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