

FAMILIES FORWARD

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 (30-38 hours/week equivalent)

Salary Range: \$25.00 - \$28.00/hr.

About Families Forward

At Families Forward, we are dedicated to preventing and ending family homelessness and strengthening community wellbeing across Orange County. Since 1984, our nonprofit organization has provided compassionate support that empowers families to achieve lasting stability and self-sufficiency through housing programs, essential services like our food pantry and career counseling, and meaningful resources that nurture resilience and hope. Guided by our core values of *dignity, empowerment, accountability, community spirit, and hope*, we strive to create an environment where families can thrive and where every team member feels inspired, valued, and equipped to make a meaningful impact in the lives of others. We believe in fostering a collaborative and inclusive workplace where passion for service meets purpose-driven work. Join us in building stronger families and a stronger community.

Job Summary:

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.

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- 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.

What You Need to Be Successful in This Role

- You stay a step ahead of the CEO and leadership team by anticipating needs, managing details, and keeping schedules, meetings, documents, travel, and follow-up items moving smoothly.
- You bring order to complexity by balancing competing priorities, tracking deadlines, and making sure important tasks, decisions, and communications do not fall through the cracks.
- You communicate with clarity, professionalism, and warmth whether you are preparing materials, drafting correspondence, coordinating with staff, or serving as a point of contact for board members and external partners.
- You exercise discretion, good judgment, and integrity when handling confidential leadership, board, client, employee, donor, and organizational information.
- You follow through reliably on work that involves multiple people, departments, timelines, logistics, or moving pieces, helping connect Administration, HR, Finance, Development, programs, leadership, and staff.

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- Contribute to a positive and inclusive workplace culture by supporting staff engagement efforts, all-staff meetings, retreats, appreciation events, wellness initiatives, and feedback activities.

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 submit all resumes to Jennifer Press, Senior Director of Talent and Operations, at jpress@families-forward.org.
No phone calls, please.*