

POSITION DESCRIPTION

Position: Executive Assistant
Program: Administration
Reports to: President/Chief Executive Officer
Status: Non-exempt
Date Revised: 6/2024

POSITION SUMMARY:

The Executive Assistant is responsible for providing executive level support duties for the President/CEO. Under the direction of the President/CEO, the position acts as the main conduit for internal and external stakeholders, regarding matters pertaining to the President/CEO while also serves as the liaison to the board of directors and senior management teams. Duties include managing complex schedules, coordinating high-level meetings and handling confidential information with discretion and professionalism. This position will provide support the Chief Operations Officer. The position will also be responsible for building strong relationships with key internal and external stakeholders. Under the direction of the executive team, this position will help lead Diversity, Equity and Inclusion efforts to create an environment where our differences are celebrated and embraced and where our team, partners and community members feel valued and respected.

OBJECTIVES/ACTIVITIES:

- A. Executive Support
 - 1. Provide comprehensive executive support to the President/CEO, including managing calendars, expense reports and travel arrangements.
 - 2. Serve as a gatekeeper, facilitating direct access to the President/CEO's time and office, and act as a primary point of contact for board members, donors, and stakeholders.
 - 3. Attend board committee meetings, drafting agendas, scheduling meetings, and taking minutes to ensure effective communication and compliance with bylaws.
 - 4. Assist board members with travel arrangements, lodging, and meal planning as needed, maintaining discretion and confidentiality in all interactions.
 - 5. Adhere to compliance with applicable rules and regulations set in bylaws regarding board and board committee matters, including the advance distribution of materials before meetings in electronic/paper format.

- B. Communications, Partnerships, and Outreach.
 - 1. Ensure the President/CEO's biography is consistently updated and effectively communicates the organization's mission and achievements.
 - 2. Responsibly handles requests for materials regarding the President/CEO and the organization, ensuring timely responses and accurate information dissemination.
 - 3. Edits and finalizes first drafts for written communications to external stakeholders, ensuring clarity, professionalism, and alignment with organizational objectives.

- C. Strategic Initiatives
 - 1. Collaborates with the Strategic Initiatives team to organize and facilitate the President/CEO's outreach activities, ensuring alignment with organizational goals and objectives.

2. Proactively follows up on contracts made by the President/CEO nurturing and fostering ongoing relationships with key stakeholders.
3. Edits and craft personalized acknowledgement letters from the President/CEO to donors, demonstrating gratitude and reinforcing the organization's commitment to its supporters.

D. Diversity, Equity and Inclusion (DEI) Initiatives

1. Leads councils, collaboratives, committees, task forces, and/or other groups.
2. Supports the implementation of proactive diversity, equity and inclusion solutions that sustain the strategic plan and engages staff at all levels of the organization to build an equitable, welcoming and inclusive culture for all.
3. Supports the assessment of current DEP initiatives and goals as well as the development, implementation and evaluation of intervention strategies.
4. Coordinates DEI education for all levels of the organization, ensuring outcomes are focused on improving the work environment for all.
5. Promotes VOA's commitment to a diverse, equitable and inclusive culture through collaborative partnerships with individuals, departments, and groups inside and outside of the organization.

E. Other duties

1. Coordinate chartering activities and ensure all documentation, reports, and other chartering requirements are completed in a timely manner.
2. Provide administrative and project support to the COO.
3. Perform other duties as assigned.
4. Continually learn and enhance technical and interpersonal skills.
5. Attend staff meetings/assigned training seminars and complete required certifications as needed to perform duties.

EQUIVALENT EDUCATION AND EXPERIENCE:

Bachelor's degree preferred in Business, Marketing, and/or equivalent experience. Three to five years of experience supporting C-suite level executives preferred. Must have proficient competence in Microsoft Office (Outlook, Word, Excel, and Power Point) Adobe Acrobat, and social media web platforms. Ability to learn new software such as Doodle Polls and Board portals. Must have strong organizational skills that reflect ability to perform and prioritize multiple tasks seamlessly with excellent attention to detail. Demonstrated ability to achieve high performance goals and meet deadlines in a fast-paced environment. DEI experience or certification preferred. Must have a valid California Driver License, proof of insurance, and a clean driving record.

SPECIFIC SKILLS REQUIRED:

Proficiency in written and verbal communication at an expert level, demonstrating outstanding skills in writing, editing, grammar, organization and research.

Highly resourceful team player with the ability to also be extremely effective independently.

Able to give and receive critical feedback about biased behaviors that inevitably show up in our work environment

Maintains knowledge of diversity, equity and inclusion related issues, legislation and best practice.

PHYSICAL REQUIREMENTS:

Lift and move up to 25 pounds
Sit, stand, walk, use hands to finger, handle, or feel and talk or hear, or carry light training materials and/or equipment. frequently
Visual acuity necessary to operate computers, audiovisual and other digital equipment

NATURE OF SUPERVISION RECEIVED:

Daily activities are many times performed independently with accessible guidance and direction from the COO. This person must be able to function both independently and in a team environment working towards attainment of operational goals.

SUPERVISION EXERCISED:

This position does not supervise, however, may be delegated training and lead responsibilities to temporary clerical support as needs may require.

RESPONSIBILITIES FOR BUSINESS CONTACTS:

This position requires daily contact with visitors, board members, clients, and all levels of staff. The Executive Assistant is responsible for promoting company image and adhering to company practices and procedures, while establishing and maintaining good working relationships with all individuals with whom he/she interacts. Tact, discretion, and resourcefulness are required at all times.

FINANCIAL RESPONSIBILITY:

Substantial financial loss through loss of business contracts is possible. Responsible for actively adhering to designated budgets.

NUMBER OF EMPLOYEES:

No employees report to this position.

This Executive Assistant job description does not constitute a written or implied contract and may be changed as business needs arise.	
Indicate anything that would keep you from meeting the job duties as outlined above.	
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Employee Signature _____	Date Signed _____