



**Immediate Opening for
EXECUTIVE ASSISTANT to the President & CEO**

Are you a **FAST, FAST, FAST, SUPER FAST MULTI TASKER?** Are you **Super Organized?** Do you enjoy the challenge of working for a **very busy executive?** Do you have the ability to **think ahead and be proactive?** If so, then you are the **right candidate** for this position!

Choice in Aging (CiA) is looking for an enthusiastic Executive Assistant to the President & CEO (P/CEO) who is committed to our mission of helping adults with disabilities and elders age in place with dignity. This position requires someone with an arsenal of energy who is ready for a challenge and able and willing to spend time learning new things while juggling a wide variety of tasks. This position requires long hours at times and a commitment to getting the job done well, with professionalism, a smile and humility. It promises to never be dull!

Reporting directly to the President & CEO (P/CEO), the Executive Assistant (EA) provides support to the P/CEO primarily and to the Home Office team occasionally as needed. The Executive Assistant must have a servant's heart, one who wants to serve, not just Choice in Aging staff, but the population we serve. The EA must move at a quick pace, processing information quickly, anticipating the needs of the P/CEO and juggling a very full slate of activities daily. The position is a blend of executive secretary, personal assistant and thought partner. Do you think of yourself as a superhero? Then this job just might be perfect for you!

Duties:

1. The EA serves as the primary point of contact for internal and external constituencies on all matters pertaining to the office of the P/CEO, thus requiring a friendly, compassionate demeanor and communication style, all the while holding the boundaries set by the P/CEO.
2. The EA is responsible for coordinating and communicating to the P/CEO an extremely detailed and complex daily, weekly, monthly calendar.
3. The EA serves as a liaison to the board of directors and senior management teams; organizes and coordinates executive outreach and external relations efforts; oversees special projects, resulting in smooth and effective communication and a well run organization.
4. The EA works Monday – Friday 8:00-5:00 and is responsible for opening and closing the Pleasant Hill site.
5. Due to the high level of responsibility, this position at times will require long weeks and occasional evening and weekend work.

Minimum Qualifications:

1. Minimum Bachelor's level degree, Master's degree a plus.
2. Experience in political science, legislation and/or in a government or business environment;
3. At least two years' experience assisting C-Suite Executive(s) preferably within a related non-profit community organization;
4. Advanced word processing, material development and computer skills are required.
5. Advanced multi-tasking, attention to detail and excellent vocabulary and grammar skills are required.

Applications:

Please submit your cover letter and resume to:

kgreer@choiceinaging.org or employment@choiceinaging.org or Fax to: 925-849-1784

Please note: The recruitment timeline for this position may vary and depend on many factors and we appreciate your patience during this process. Due to the high volume of applicants, we will only be contacting those candidates whose qualifications most closely match our requirements for the position. **No phone calls please.**

Visit www.choiceinaging.org to learn more about Choice In Aging

For more information on Adult Day Health Care, see www.adultdaycc.org.

Choice In Aging is an Equal Opportunity Employer