



## **Immediate Opening for EXECUTIVE ASSISTANT**

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!

Reporting directly to the President & CEO (P/CEO), the Executive Assistant provides executive support to the P/CEO and provides support to the Home Office team as needed. The Executive Assistant must have a servant's heart, one who wants to serve, not just Choice in Aging, but the population we serve. Having the personalized expertise - understanding the P/CEO's likes and dislikes, where the P/CEO is and needs to go, when to schedule meetings and when not to and has the commitment to gather as much information as possible as early as possible and proactively keep learning is a must.

The Executive Assistant serves as the primary point of contact for internal and external constituencies on all matters pertaining to the office of the P/CEO. The Executive Assistant also 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 and is responsible for opening and closing the Pleasant Hill site. The position is a full-time job 8:00-5:00 Monday through Friday, requiring independence and strong time management skills, and a lead by example approach to all aspects of the job; promoting professional and warm communication at all times. Due to the high level of responsibility, this position will require long weeks and occasional evening and weekend work. In addition, the Executive Assistant to the P/CEO works as a member of the Choice in Aging's (CiA) team to meet our mission to provide the services needed for frail elders and adults with disabilities to remain independent and retain their dignity while engaging in a meaningful life.

### **Duties Include:**

#### **Executive Support:**

1. Manages an extremely active calendar of appointments, including but not limited to scheduling, updating, maintaining and coordinating appointments, preparing documents and items pertaining to meetings, communicating appointments in a timely manner with the P/CEO and ensures appropriate beverages, food and refreshments are set up prior to office meetings and events;
2. Creates and maintains a real-time task grid for both the P/CEO and Executive Assistant to ensure all matters are addressed in a timely manner;
3. Plans, coordinates and ensures the P/CEO schedule is followed;
4. Works closely and effectively with the P/CEO to keep her well informed of upcoming commitments and responsibilities; follows up and maintains constant communication with the P/CEO.
5. Prepares materials for meetings and ensures the P/CEO has all necessary materials for all engagements in advance, anticipating the P/CEO's calendar prior to such meetings;

6. Understands all areas of the P/CEO's focus to ensure proper response to emails, including but not limited to CiA's programs, Board of Directors, committees and council commitments;
7. Responsible for composing and preparing grammatically correct correspondence that is at times confidential; arranging complex and detailed travel plans, itineraries, and agendas; and compiling documents for all meetings;
8. Has the ability to accurately anticipate, prioritize and respond to the P/CEO's needs;
9. Researches, prioritizes, and follows up in a timely manner regarding incoming issues and concerns addressed to the P/CEO, including those of a sensitive or confidential nature and determines appropriate course of action, referral, or response;
10. Plans, coordinates and ensures the P/CEO's schedule is followed and respected; provides "gatekeeper" and "gateway" role, creating win-win situations for direct access to the P/CEO's time and office;
11. Provides a bridge for smooth communication between the P/CEO and home office and internal departments; demonstrates leadership to maintain credibility, trust and support with senior management staff;

#### **Board of Directors Support:**

1. Responsible for scheduling and coordinating all meetings connected with the Board of Directors and those called by the P/CEO. Provides invitee list to receptionist prior to meeting in time to create visitor badges and sign-in sheet;
2. Schedules and prepares meeting space with reusable food service items (plates, cups, silverware etc), meals, refreshments, and materials;
3. Records, transcribes, and emails minutes within 48 hours to the P/CEO for review and approval; distributes minutes to attendees within one week of the meeting;
4. Maintain appropriate records of all meetings.

#### **Minimum Qualifications:**

1. Education/Training/Experience:
2. Master's degree preferred or a Bachelor's level degree with experience in a business environment; nonprofit experience preferred;
3. At least two years experience assisting C-Suite Executive(s) preferably within a related non-profit community organization;
4. Advanced word processing/computer 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](http://www.choiceinaging.org) to learn more about Choice In Aging

For more information on Adult Day Health Care, see [www.adultdaycc.org](http://www.adultdaycc.org).

Choice In Aging is an Equal Opportunity Employer