



Executive Assistant

Are you a **FAST, FAST, FAST, SUPER FAST MULTI TASKER**, who is kind and cares for seniors? 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, the **Executive Assistant to the President & CEO** provides executive support in a one-on-one working relationship. The Executive Assistant serves as the primary point of contact for internal and external constituencies on all matters pertaining to the Office of the President & 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 and oversees special projects.

Essential Functions:

- Completes a broad variety of administrative tasks for the P/CEO including: managing an extremely active calendar of appointments; completing expense reports; composing and preparing correspondence that is at times confidential; arranging complex and detailed travel plans, itineraries, and agendas; and compiling documents for travel-related meetings.
- 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.
- Collects information on incoming issues and concerns addressed to the P/CEO, including those of a sensitive or confidential nature. Determines appropriate course of action, referral, or response.
- Works closely and effectively with the P/CEO to keep her well informed of upcoming commitments and responsibilities, and follows up appropriately.
- Prepares materials for meetings and ensures the P/CEO has all necessary materials for all engagements.
- Handles matters expeditiously, proactively, and follows-through on projects to successful completion, with deadline pressures.
- Supports agency projects and events.

- Responsible for completing all tax related thank you letters for P/CEO's signature and recognition of donors in a timely manner.
- Maintains alarm system and corporate office equipment; ensuring all necessary supply orders are placed in a timely manner (e.g. postage machine, copy machines, ordering the ink, etc.) With the approval of the P/CEO, purchases corporate office equipment.
- Maintains routine functions of the computerized voice mail and telephone system (e.g. setting up voicemail, voicemail access passwords for new employees) and updates automated phone directory with new employee extension information.
- Opens and closes the Pleasant Hill facility on a daily basis.

Board of Directors Support:

- Responsible for coordinating all meetings connected with the Board of Directors and those called by the President & CEO. Provides invitee list to receptionist prior to meeting in time to create visitor badges and sign-in sheet;
- Schedules and prepares meeting space with refreshments and materials;
- Records, transcribes, and distributes minutes within one week of board meetings;
- Maintains records of all meetings; and
- Compiles and updates monthly activities/events calendar for board members and provides follow-up at the end of each month.

Corporate Support:

- Facilities Management at the Pleasant Hill location;
- Participates in scheduling, attending and taking and maintaining meeting notes and records;
- Assists in coordinating meetings and off-sites; and
- Attends and supports agency fundraisers and activities, as needed.

Minimum Qualifications:

- **Bachelor's level degree** (political science a plus) with extensive experience in a business or non-profit environment preferred;
- At least two years' experience assisting C-Suite executives, preferably within a related non-profit community organization; and
- Advanced grammar, spelling and word processing/computer skills are required.

Job Type: Full-time (40 hrs/week)

Monday-Friday (Closed on all major holidays. Some weekend and evening hours, typically calendared.)

Salary: \$58,240 - \$62,400 (commensurate with experience)

*Application: Email resume and cover letter to: employment@choiceinaging.org Fax resume: 925-849-1784 Subject Line: *Title of Open Position* 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.*