



## Job Posting - Executive Assistant

Become part of a caring, committed, and dynamic team that provides on-site health, education, and employment services to over 20,000 children, families, and seniors living in affordable housing and work force affordable neighborhoods across the country. Our goal is to keep family members employed, children in school, and seniors active. Project Access operates over 75 Resource Centers in 13 states with 100 employees and growing. Our Core Values play a constant role in how we operate our business: Respect & Support, Empowerment, Integrity, and Teamwork & Collaboration. To learn more about Project Access, please visit <https://www.project-access.org> and <https://www.facebook.com/ProjectAccessOrg/>.

**POSITION SUMMARY:** The Executive Assistant is responsible for enhancing the CEO & President's effectiveness by providing high-level administrative and project support. Duties include but are not limited to: board meeting and event preparation, ongoing coordination with the Chief Financial Officer, board members, and external stakeholders. This position is often assigned work on a project basis and is expected to manage the entire problem-solving process, which includes researching and analyzing information, identifying and recommending potential solutions, and presenting the finished product. Responsibilities involve exposure to sensitive information and requires the ability to work with a high degree of autonomy, considerable tact, diplomacy, discretion, and good judgement.

### DETAILS:

**Work schedule:** This is full-time, exempt position with a work schedule Monday through Friday.

**Benefits offered:** Project Access pays 100% of the employee's premiums for an HMO medical plan, a PPO dental plan, term life insurance, long term disability, and EAP; provides Paid Time Off, 12 paid Holidays, and a Safe Harbor 401(k) with 4% match. Vision and Voluntary Life Insurance is available at employee cost.

**Work location:** Corporate office. 2100 W Orangewood Avenue, Suite 230, Orange, CA 92868.

**Temporary remote work due to COVID.**

**TO APPLY** please submit a cover letter with your resume to [humanresources@project-access.org](mailto:humanresources@project-access.org). Your cover letter is to summarize how your qualifications and interest meet the position requirements.

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### POSITION RESPONSIBILITIES

- Manage the CEO's calendar and daily workflow, juggling competing priorities as necessary and making appropriate and informed decisions regarding availability
- Work closely and effectively with the CEO to keep them well informed of upcoming commitments and responsibilities
- Schedule internal and external meetings, coordinating all logistics and details, providing relevant preparation materials, and ensuring appropriate follow-up. Participates as an adjunct member of the Leadership Team including scheduling/attending meetings and taking minutes as needed.
- Coordinate business and personal travel
- Process expense reports and reconcile corporate credit card statements

- Work closely with CEO to address board needs in a timely manner. Coordinate, attend, and provide administrative support for board and committee meetings; generate minutes and task lists
- Work with the CFO in preparing all necessary materials (i.e., agenda, executive reports, departmental reports) for board meetings, ad hoc committee meetings, and annual board retreats
- Ensure flawless execution of communication for Board and Executive Meetings
- Oversee and maintain Board Handbooks; update board contact information, provide handbook to new board members, update handbook as needed
- Manage recognition items for board members and staff. Inform CEO of upcoming milestones such as birthdays and anniversaries.
- Ensures the progress of fundraising campaigns and special events through coordinating meetings between the Leadership Team, key staff, Board member, and donors
- Support CEO fundraising efforts and cultivation of relationships i.e., provide materials as provided by the Development Dept., follow up on contacts made by the CEO, update CEO donor portfolio with activity
- Produce a variety of documents (correspondence, reports, presentations) based on minimal direction
- Assists with the creation of administrative procedures and development of communications systems
- Ensure corporate meetings led by CEO are executed and communicated to the necessary people. Notify staff of Corporate Staff Meetings and prepare agendas

### **QUALIFICATIONS (Education/Experience/Skills/Certifications):**

#### **Education**

- Associates Degree or relevant vocational degree

#### **Experience**

- Five+ years in an executive assistant capacity with proven ability to excel at the responsibilities of this role
- Minimum of five years of experience managing projects and initiatives
- Experience drafting agendas, presentations, reports, and correspondence on behalf of senior executives
- Experience within a nonprofit or public sector environment strongly preferred.

#### **Skills**

- Strong verbal and written communication skills
- Strong organizational skills; able to prioritize; maintain calmness and focus under pressure
- Superb interpersonal skills and the ability to build relationships with various stakeholders, including staff, Board of Directors, external partners and donors
- High-level of proficiency with MS Office Suite (Outlook, Word, Excel, PowerPoint, Publisher, and SharePoint) and Adobe (Acrobat DC) and ability to quickly adapt to new technologies
- Self-starter with willingness to take initiative.

#### **Credentials/Certifications**

- Valid CA Driver's License, clean driving record, and current automobile insurance
- Successful completion of background check

#### **Physical Job Requirements**

- The physical activity of this position includes sitting for long periods of time, minimal lifting, bending, walking, kneeling, reaching, and step climbing

*The above list of job duties is not exclusive or exhaustive and the post holder will be required to undertake such tasks as may reasonably be expected within the scope and grading of the post.*

**Equal Opportunity:** Project Access, Inc. is an at-will and equal opportunity employer and seeks to employ and assign the best qualified personnel in a manner that does not discriminate based on race, color, religion, gender, marital status, age, national origin, physical or mental disability, sexual orientation, veteran/reserve and National Guard status or any other status or characteristic protected by law.