



**California
Human Development**

Creating opportunities for people to rise above barriers in their pursuit of better lives

PROGRAM/DEPARTMENT: Administration LOCATION: Santa Rosa	CHD is committed to implementation of an Affirmative action Policy and the Americans with Disabilities Policy in its recruitment, selection, and placement of all personnel. CHD is an Equal Opportunity Employer	
JOB DESCRIPTION TITLE: Executive Team Assistant	POSITION STATUS: Regular Full Time	FLSA STATUS: Exempt
SALARY: Grade 10	PROGRAM HOURS: Regular Business Hours plus Board Meetings	

SUMMARY: This position provides general administrative support to the CEO and Executive Team members. The Board support aspect of the position will be to organize and coordinate all activities, special projects and documents of the Board of Directors of CHD. Additionally this position ensures the smooth flow, tracking and completion of administrative paperwork, including meeting and logistical support for the members of the Executive Team.

ESSENTIAL RESPONSIBILITIES AND DUTIES: Under the supervision of the CEO, the Executive Team Assistant’s duties include:

- **Board Support**
 - a. Records and archives Board Minutes and actions for CHDC’s Board of Directors and its subsidiaries.
 - b. Maintains file of all resolutions acted on and approved by the Board
 - c. Logistics of regular and special Board meetings and Executive Committee and By Laws and Membership Committee
 - d. Facilitates appropriate communication between CHD staff and CHD Board
 - e. Helps solicit, receive and tracks applications for Board membership, in support of the Bylaws and Membership Committee
 - f. Maintains and updates Board orientation materials as well as other educational materials
 - g. Helps ensure organizational compliance with Tri-partite Board composition, and tracks Board terms and Board Tri-Partite composition
 - h. Assists in the preparation and distribution of the Board Package in a timely fashion prior to Board meetings

- **CEO Support**
 - a. Assists CEO with correspondence, filing, calendaring, e-mail, communication, travel and coordination of internal CHD meetings
 - b. Assigns and manages support staff as appropriate for CEO related filing and document retrieval and management.
- **Administrative Services and Support Santa Rosa**
 - a. Tracking of any required responses to ensure timeliness
 - b. Deposit supervision
 - c. Meeting and visitor support as needed
 - d. Support the general administrative needs of the members of the Executive Team
- Maintains strict confidentiality
- Other duties as assigned

KNOWLEDGE SKILLS AND ABILITIES:

LANGUAGE SKILLS:

- A. Work and communicate effectively with a wide variety of individuals and groups in English both orally and in writing.
- B. Write business correspondence memorandums, reports, plans and procedures.
- C. Bi Lingual English/Spanish a plus.

MATHEMATICAL SKILLS:

- A. Ability to use arithmetic skills normally applied in this position.
- B. Ability to compute rates, ratios, and percentages.
- C. Create and interpret presentation charts.

REASONING ABILITY:

- A. Establish and maintain productive relationships with participants, employers, management, and professionals from CHD and external agencies as well as with the general public.
- B. Solve problems and resolve conflicts effectively.
- C. Lead and motivate people.
- D. Maintain appropriate boundaries with clients and staff both on and off duty as defined by agency ethical codes.
- E. Use effective judgment in crisis situations.
- F. Work with computer database programs.
- G. Identify, implement and coordinate educational, self-enrichment, employment training, and financial resources.
- H. Follow-through on activities and responsibilities in a prompt and punctual manner.

QUALIFICATIONS:

Education:

- A. Bachelor's Degree or equivalent preferred.

Experience

- A. Two to four years related experience.
- B. One year supervisory experience
- C. Commitment to excellence and high standards.
- D. Excellent written and verbal communication skills.
- E. Solid skills with MS Office Suite, including MS Word, Excel, Outlook.
- F. Ability to work with all levels of management.

