



CALIFORNIA HUMAN DEVELOPMENT

CREATING OPPORTUNITIES TO END POVERTY

California Human Development Job Description

EMPLOYEE NAME:

JOB TITLE: Executive Team Assistant

DEPARTMENT/DIVISION: Administration

REPORTS TO: Chief Executive Officer

FLSA STATUS: Non-exempt

LOCATION: Santa Rosa

REVISED DATE: 5/1/2021

Summary Description: 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.

DUTIES AND RESPONSIBILITIES:

Under the supervision of the CEO, the Executive Team Assistant's duties include:

Board Support

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

CEO Support

- Assists CEO with correspondence, filing, calendaring, e-mail, communication, travel and coordination of internal CHD meetings
- Assigns and manages support staff as appropriate for CEO related filing and document retrieval and management.

Administrative Services and Support Santa Rosa

- Tracking of any required responses to ensure timeliness
- Deposit supervision
- Meeting and visitor support as needed
- Support the general administrative needs of the members of the Executive Team

- Maintains strict confidentiality
- Other duties as assigned

Supervisory Responsibilities

No supervisory responsibilities.

Required Skills and Abilities:

- Work and communicate effectively with a wide variety of individuals and groups in English both orally and in writing.
- Write business correspondence memorandums, reports, plans and procedures.
- Bi Lingual English/Spanish a plus.
- Ability to use arithmetic skills normally applied in this position.
- Ability to compute rates, ratios, and percentages.
- Create and interpret presentation charts.
- Establish and maintain productive relationships with participants, employers, management, and professionals from CHD and external agencies as well as with the general public.
- Solve problems and resolve conflicts effectively.
- Lead and motivate people.
- Maintain appropriate boundaries with clients and staff both on and off duty as defined by agency ethical codes.
- Use effective judgment in crisis situations.
- Work with computer database programs.
- Identify, implement and coordinate educational, self-enrichment, employment training, and financial resources.
- Follow-through on activities and responsibilities in a prompt and punctual manner.

Education and/or Experience

- Bachelor's Degree or equivalent preferred.
- Two to four years related experience.
- One year supervisory experience
- Commitment to excellence and high standards.
- Excellent written and verbal communication skills.
- Solid skills with MS Office Suite, including MS Word, Excel, Outlook.
- Ability to work with all levels of management.

- Ability to deal effectively with a diversity of individuals at all organizational levels.

Certificates, Licenses, Registrations

- Must possess a valid California drivers' license, proof of auto insurance and be insurable under agency policy if driving a company or personal vehicle.

Physical Requirements

Regularly: Sitting, walking, standing, carrying, manual dexterity

Occasionally: Stooping, lift up to 40 lbs., squatting, kneeling, bending, pushing/pulling

Seldom: Climbing, twisting

Vision: No special vision requirements

Work Environment

Noise level: Moderate noise (examples: business office with computers and printers, light traffic)

Pace: Fast-paced work environment.

Occasionally: May have exposure to hazardous conditions and/or materials.

*This job description is not an exclusive or exhaustive list of all job functions that an employee in this position may be asked to perform from time to time. All employees are to maintain a positive work atmosphere by acting and communicating in a manner so that you get along with customers, clients, co-workers, management and stakeholders. Employment at CHD is **at-will**. This means employment is for an indefinite period of time and it is subject to termination by the employee or by CHD, with or without cause, with or without notice, and at any time.*

Employee Signature: _____ Date: _____

Supervisor's Signature: _____ Date: _____

Reviewed by Human Resources: _____ Date: _____