



CALIFORNIA HUMAN DEVELOPMENT

CREATING OPPORTUNITIES TO END POVERTY

California Human Development Job Description

EMPLOYEE NAME:

JOB TITLE: Executive Assistant

DEPARTMENT/DIVISION: Administration

REPORTS TO: Chief Human Resources & Administration Officer

FLSA STATUS: Non-Exempt

LOCATION: Santa Rosa

REVISED DATE: 01/09/2023

Summary Description: This position provides general administrative support to the Chief Human Resources & Administration Officer, Chief Executive Officer, and Senior Leadership Team members. In addition, this position acts as the liaison to the Board of Directors and is responsible for the coordination of committee and Board meetings, including organizing meeting minutes and Board resolutions. Additionally, this position assists with the monitoring of the CHD website, social media sites and support of Community Impact activities.

DUTIES AND RESPONSIBILITIES:

Under the supervision of the Chief Human Resources & Administration Officer, the Executive Assistant's duties include:

Board Support

- Record and archive Board minutes and actions for CDC's Board of Directors and its committees.
- Maintain a file of all resolutions acted on and approved by the Board.
- Manage logistics of regular and special Board and Executive Committee meetings, including compiling meeting packet, travel and lodging arrangements for Board Members and Senior Leadership Team, and meeting room set-up (IT, meals and refreshments, etc.). membership.
- Facilitate appropriate communication between CHD Senior Leadership Team and CHD Board.
- Help solicit, receive, and track applications for Board membership, in support of the Bylaws and Governance and Membership Committee.
- Maintain and update Board orientation materials as well as other educational materials.
- Help ensure organizational compliance with tripartite Board composition and track Board Members' terms of service.
- Assist in the preparation and distribution of the Board meeting package in a timely fashion prior to Board meetings.

CEO Support

- Assist CEO with correspondence, filing, calendaring, e-mail, communication, travel, and coordination of internal CHD meetings.

- Assign and coordinate support staff as appropriate for CEO related filing and document retrieval and management.
- Maintains strict confidentiality.

Administrative Services and Support Santa Rosa

- Track any required responses to ensure timeliness.
- Support the Fiscal Department with supervision of deposits.
- Provide meeting and visitor support as needed.
- Support the general administrative needs of the members of the Senior Leadership Team.

Marketing/Community Impact

- Assist with basic maintenance of the California Human Development website ensuring up to date contact information, service area maps, and photos.
- Assist in marketing and design by making copy edits to marketing items (brochures, flyers, etc.) as needed and place orders for marketing collateral for CHD staff.
- Work with Community Impact Director and other programs to create timely social media posts that promote CHD.
- Assists in fundraising activities by sending out donor acknowledgement letters and performing basic maintenance on the CHD donation website.
- 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.
- Ability to use arithmetic skills normally applied in this position.
- 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.
- Ability to travel overnight for Board and other business meetings.
- Maintains strict confidentiality.
- Bilingual in English/Spanish desirable.

Education and/or Experience

- Two to four years related experience.
- Bachelor’s Degree or equivalent preferred.
- Commitment to excellence and high standards.
- Excellent written and verbal communication skills.
- Solid skills with MS Office Suite, including MS Word and 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: _____