JOB ANNOUNCEMENT

POSITION TITLE: Executive Assistant to CEO
HOURS: 40 hours per week (Mon-Fri)
FLSA CATEGORY: Non-Exempt
LOCATION: 2 Executive Circle, Suite 175, Irvine, CA

DESCRIPTION: Are you an exceptionally organized person? Are you interested in making a difference in our community? Would you like to broaden your expertise by working closely with a CEO and Director of Finance?

Consider joining the Council on Aging – Southern California. We are a local non-profit organization that has been helping seniors and their families navigate the aging experience for over 43 years. Annually, we serve over 275,000 seniors with an array of no-cost programs that help them remain healthy, connected and protected.

PURPOSE OF WORK: To provide primary administrative support to the CEO and Director of Finance. Assist as needed with Development Department’s events. Position requires an accomplished organizer who enjoys the management and administrative systems needed to operate and expand the organization effectively.

REPORTING TO: Chief Executive Officer/President

JOB RESPONSIBILITIES (including but not limited to):
- Manage the Chief Executive Officer’s calendar, schedule and daily time constraints.
- Anticipate and prepare for CEO’s upcoming meetings by setting up conference rooms, preparing agendas, marketing materials, and other related tasks.
- Provide administrative support to CEO and Director of Finance, including data entry, preparing professional correspondence, mailing, faxing, preparing documents and expense reports utilizing Excel and Word, conducting various research projects, and creating PowerPoint presentations.
- Maintain files (including all contracts and grants) for CEO And Director of Finance in an orderly, timely and confidential manner as necessary.
- Maintain all HR files and other functions as assigned by Director of Finance.
- Process funds received according to Checks/Cash/Credit Card Receipts Processing Procedures.
- Serve as a liaison and representative to vendors, collaborative partners and other constituencies as needed.
- Assist with management of Board of Directors’ calendars, files, reports, correspondence and meeting materials.
- Attend monthly Board of Directors meetings and record minutes.
- Assist in planning monthly team meetings and organize teambuilding activities.
- Participate in executing events such as annual “An Evening of Comedy” fundraiser and “Aging as Art Juried Photography Show” at the Bowers Museum.
- Run errands as needed.
- Provide coverage at receptionist desk as needed.
- Other duties as assigned by supervisor.
QUALIFICATIONS:
- Bachelor’s Degree in Business Administration, Public Administration, Human Services, Social Science, or a related field preferred.
- 2+ years of relevant work experience as an executive assistant, office manager, or similar position in an office environment. Non-profit organization experience is a plus.
- Excellent computer skills including proficiency in the use of Microsoft Word, Excel, PowerPoint and Outlook.
- Ability to work under pressure, prioritize and manage multiple tasks simultaneously and maintain attention to details at all times.
- Desired knowledge of cellular phone technology/apps, GoToMeeting and web conference applications.
- Must be proficient with Internet search capabilities, electronic file management, scanning documents and importing images, pictures and editing PDFs.
- Excellent time management and organizational skills.
- Ability to handle multiple projects simultaneously and continuously seek process improvements.
- Individual should have a high level of professionalism related to confidentiality, reliability, dependability, and integrity.
- Individual must have consistent and reliable attendance and customer service attitude (both internal and external) in order to be successful in this position.
- Strong interpersonal skills, excellent oral and written communication skills.
- Valid California driver’s license, proof of current vehicle insurance, and reliable transportation.
- Proof of eligibility to work in the United States.
- Submit to and successfully complete a LiveScan fingerprinting background check.

WORKING CONDITIONS
The physical demands described here are representative of those that must be met by the to successfully perform the functions of the job. Reasonable accommodations will be made to enable individuals with disabilities.

While performing the duties of this job the employee will be required to sit for periods of time. Standing, walking and bending are required movements. The employee will occasionally need to lift approximately 20 lbs. and move furniture such as chairs and folding tables.

HOW TO APPLY:
To apply for this position, send all materials below to hr@coasc.org:
- Cover letter
- Resume
- References
- Salary History