

Job Title: Executive Assistant to the CEO

Reports to: Chief Executive Officer

Department: Administration (ADMIN)

FLSA Classification: Exempt

EEO Category: 5

Pay Rate: Salaried

Org Band: Associate

SEIU Eligible: No

Job Summary: This is a facilitative and administrative role to enable the CEO to work effectively with internal and external stakeholders, including funders, community members, the Board of Directors, volunteers, and staff. Responsibilities include written and verbal correspondence, scheduling and calendar management, arranging travel, coordinating logistics and materials for meetings, and other related duties as required.

The EA works closely with the Executive Team under direction from the CEO to facilitate cross-agency work aligned with the agency's priorities and strategic objectives.

Primary Responsibilities

- Maintain a high-level of administrative support for the CEO in service to the agency's mission, vision, and values.
- Maintain a high degree of professionalism and confidentiality.
- Support the Executive Team's and Leadership Team's communications and engagement with the CEO to ensure tracking and sustained momentum on strategic priorities.
- Schedule meetings, resolve conflicts, and prioritize commitments.
- Adjust travel reservations and any affected meetings as necessary.
- Compile and submit monthly expense reports.
- Assist the CEO to ensure full Executive Team preparation for the Board of Director meetings (six per year) and Board committee meetings.
- Draft outlines for and help to finalize agendas and minutes of Board meetings.
- Ensure that Board-related materials are up-to-date for 100% compliance on federal organizational standards.
- Ensure a warm and professional environment at the agency's main office for both staff and clients.

- Elevate staff and other stakeholder concerns to the CEO's attention and facilitate appropriate action; monitor relevant agency email boxes and direct inquiries to the appropriate contact.
- Engage community volunteers and partners to support agency leadership functions.
- Perform other related duties as requested or as responsibilities dictate.

Qualifications

- Bachelor's degree or related experience is required.
- 2-5 years of experience providing direct administrative or program support to organizations and executives
- EA experience to a senior executive or CEO preferred.
- Comprehensive knowledge of computer software applications such as Microsoft Word, Excel, and PowerPoint, Zoom, Teams, and ability to learn new technology quickly, is required
- Outstanding written and verbal communication skills
- Must be able to work both independently and as an integral member of various teams
- Strong organizational skills and attention to detail
- Ability to meet deadlines, prioritize assignments, juggle multiple tasks simultaneously and deal with highly confidential information
- Interest in and enthusiasm for the nonprofit sector and the administrative field
- Commitment to strong performance, high standard of accountability, and openness to feedback
- Must be comfortable working in a fast-paced environment and calm under pressure
- Must have an articulate, diplomatic, and highly responsive communication style
- Must have a solution-oriented approach to conflicts
- Must be highly adaptive to management styles and changing needs, reprioritizing tasks and projects as needed
- Deep understanding – and ability to articulate – the role equity, inclusion, and diversity plays in the agency's work.

Physical Requirements

- Bend: flexion of the upper trunk forward while standing and knees extended, or knees flexed when sitting
- Lift: exertion of physical strength to move objects 10-25lbs from one level to another
- Carry: hold or rest weighted objects 10-25lbs directly on hands, arms, shoulders or back while moving from one location to another
- Climb: ascend/descend with gradual or continuous progress, using both hands and feet
- Push: exertion of force on or against an object (weight/size) to move it from one location to another.
- Feel: perceiving attributes of objects, such as size, shape, temperature, or texture by touching with skin

Acknowledgements

Community Action Marin is an Equal Opportunity Employer and Prohibits Discrimination and Harassment of Any Kind: We are committed to the principle of equal employment opportunity for all employees and to providing employees with a work environment free of discrimination and harassment. All employment decisions at our agency are based on business needs, job requirements, merit, alignment with agency core competencies, and individual qualifications, without regard to race, color, religion or belief, national, social or ethnic origin, sex (including

pregnancy), age, physical, mental or sensory disability, HIV Status, sexual orientation, gender identity and/or expression, marital, civil union or domestic partnership status, past or present military service, family medical history or genetic information, family or parental status, or any other status protected by the laws or regulations in the locations where we operate. Community Action Marin will not tolerate discrimination or harassment based on any of these characteristics.

By signing below, I acknowledge that I have received a copy of this job description. I further acknowledge that I can perform the essential duties and responsibilities of the position with or without reasonable accommodations.

Note: Nothing in this job description restricts management's right to assign or reassign duties and responsibilities to this job at any time.

SIGNATURE: _____

DATE: _____