

Executive Service Corps of Southern California
Position: Executive Assistant

As Los Angeles' premier provider of high-quality capacity building services for nonprofits, each year, Executive Service Corps of Southern California (ESC) helps more than 125 nonprofit clients work towards their missions through affordable coaching and consulting by trained executive-level volunteers. Our vision is to see successful nonprofits making our community an extraordinary place in which all can thrive.

ESC's work environment is supportive, collaborative and exciting, and dedicated to high standards and professional growth. We are committed to creating a thriving work culture that is reflective of the diverse, equitable, inclusive, and anti-racist world in which we want to live. And because our work and the organizations we serve are deeply rooted in values that advance racial equity and social justice, we also aspire to actively reflect and root ourselves in these values throughout ESC.

Position Overview: Responsible for providing a full range of comprehensive and critical administrative support to ESC's President/CEO on a broad variety of initiatives – primarily through scheduling, communication, general administrative tasks and coordination of meeting/event logistics and projects. The ideal candidate will be excited to take on the challenge of developing this new position, act as a team-player, and have a "can-do" attitude about providing effective and efficient support wherever needed.

Reports to: President/Chief Executive Officer

Supervises: This position does not supervise employees; may supervise interns from time to time

Position: Part-Time, hours will typically average 20-24 hours/week, with room for flexibility in setting a specific schedule plan. The position may evolve to full time.

This position will work remotely until ESC resumes our work in person, at which point, the position will likely be hybrid (remote and in-person).

Compensation: Salary is competitive and commensurate with experience. Generous benefit package including 403b program, paid holidays including paid time off between Christmas Eve and New Year, sick and vacation time.

Responsibilities:

Assists President/CEO by:

- Supporting CEO relationships with key stakeholders and exploration of new opportunities and relationships.
- Managing CEO's calendar.
- Development of meeting schedules, agendas, background materials, minutes or summaries of discussion and appropriate follow-up.
- Establishing direct working relationships with key stakeholders including board, staff, contributors, volunteer consultants, and current or prospective

- o collaborative partners related to initiatives, issues and general coordination.
- o Supporting ESC Board and Committees, Consultants Advisory Council, and other committees and task forces.
- o Conserving CEO's time by reading, researching and routing correspondence; reviewing and/or creating documents, presentations, agreements, templates, and executive level written communications and reports; collecting and analyzing information; and initiating communications.
- o Organizing and prioritizing records, files, workload and follow-up actions resulting from meetings, project work and other interactions.
- o Proactively suggesting ways to increase efficiency, streamline processes, and assist with implementation of improvements.

Preferred Qualifications:

- o Previous experience as an executive assistant
- o Proficiency with MS365 (Word, Excel, Powerpoint), Adobe
- o Experience with CRM database, Salesforce preferred

Desired Characteristics

- o Strong work ethic, initiative, and ability to anticipate tasks/needs ahead of time
- o High level of personal and professional integrity, with proven success in managing confidential and sensitive information
- o Tactful, effective, and diplomatic communication and relationship building skills with an ability to prioritize, negotiate and work with internal/external stakeholders at all levels
- o Excellent analytical abilities, intellectual curiosity, strong technical skills, and the ability to work with and synthesize the needs of cross-functional teams
- o Exceptional judgment, problem-solving skills, and ability to establish and adjust priorities among concurrent projects
- o Reliability, attention to detail, accuracy and ability to meet competing deadlines
- o Commitment to diversity, equity, inclusion and anti-racism
- o Desire to work with a team of passionate, supportive and caring professionals committed to continuous learning and improvement in service to our mission, our region's nonprofits and our ESC community.

To Apply: Please email a **resume and cover letter** describing your interest in the position to jobs@escsc.org with the Subject line: "Executive Assistant." This position will remain open until the staffing need is met.

ESC is an Equal Opportunity Employer. We are committed to creating a diverse and inclusive staff team and a work environment which treats all employees in an equitable and respectful manner at all times. ESC's aim is for our staff, Board and volunteers to reflect the diversity of the community we serve.

ESC's Mission is to empower nonprofits to achieve their missions through affordable coaching and consulting by trained executive-level volunteers.

For more information about ESC and our programs, please visit: <https://escsc.org/>