

Executive Assistant/Board Liaison

Reports To: President/CEO

Community Initiatives is an Oakland-based nonprofit service organization providing more than 110 different nonprofit projects with fiscal sponsorship services including tax-exemption, accounting and financial oversight, risk management and insurance, legal compliance, grants management, and human resource services. Our fiscally sponsored projects (FSPs) represent all nonprofit sectors—arts and culture, education, environment, health, human services, and public affairs. While many of our projects are in the San Francisco Bay Area, others operate in various states and international locations.

Job Summary

This full-time position reports to the President/CEO and will provide support to the President/CEO by assisting with scheduling, producing documents and presentations, and preparing for Board and Committee meetings. In addition, this position may provide administrative support to other office staff.

Job Responsibilities

Supports the Board of Directors

- Schedules and sets-up Board meetings, Committee meetings and manages logistics
- Prepares the Board docket, edits and proof-reads, copies, collates and distributes it as well as maintains the official Board books both in the CEO's office and on-line
- Schedules Board committee meetings and if required, prepares needed materials
- Takes the minutes at Board and committee meetings with support from a third party
- Provides documents and information upon request
- Maintains mailing list, Board lists, policies and other Board information
- Uploads and catalogs documents to virtual Board Portal

Supports the CEO

- Co-schedules meetings along with the CEO
- Manages the CEO's calendar and schedules.
- Prepares and submits credit card payment requests and reconciliation.
- Creates and maintains files on the shared drive
- Produces presentations and other documents (e.g. charts, graphs, power point, excel spreadsheets)
- Maintains confidential information and acts with complete discretion in communicating with others about or on behalf of the CEO
- Supports the Leadership team by scheduling meetings, developing the rolling agenda, tracking progress and noting commitments
- Assists with special projects being led by the CEO
- Assists CEO with implementation of the marketing plan and provides general business development support
- Other duties as assigned

Qualifications

Required:

- BA/BS degree
- Five years of relevant work experience
- Maintaining confidentiality
- Computer proficiency (Office, Word, Power Point, Excel)
- Strong writing and editing skills
- Strong verbal communication skills

Preferred:

- Experience supporting nonprofit Board of Directors
- Non-profit experience
- Experience supporting busy senior executives
- Computer savvy (willing to learn new programs and have input into increasing the electronic maintenance of office files)
- Proficiency with social media
- Experience with Robert's Rules of Order

Working for Community Initiatives

CI offers a competitive salary \$75,000 - \$85,000/year based on experience and a comprehensive benefits package including:

- Fully paid medical, dental and vision
- 401k and 3% employer match
- Basic life insurance, AD&D, STD & LTD
- 4 weeks of paid vacation
- 12 days of paid sick leave
- 11 paid holidays
- 4 floating holidays

Application Instructions

Interested candidates should submit a cover letter with salary requirements and resume to jobs@communityinitiatives.org

Equal Employment Opportunity

Community Initiatives is an equal opportunity employer and gives consideration for employment to qualified applicants without regard to age, race, color, religion, creed, sex, sexual orientation, gender identity or expression, national origin, marital status, disability or protected veteran status, or any other status or characteristic protected by federal, state, or local law.