

JOB DESCRIPTION



Job Title: Executive Administrative Assistant
Reports To: President and CEO
Status: Full-Time, Exempt
Salary: DOE + Benefits

Fresno Building Healthy Communities does not discriminate on the basis of race, color, religion, origin, gender, national origin, age, marital status, military service, disability or sexual orientation. Reasonable accommodations may be provided upon request. All applicants tentatively selected for this position will be required to pass a background screening and may be required to submit to tests to screen for drug and alcohol use prior to employment.

ORGANIZATION BACKGROUND

Fresno Building Healthy Communities (Fresno BHC) works with community leaders, non-profit and faith-based organizations, and policymakers to foster and encourage thriving communities where all children and families can live healthy, safe and productive lives.

Fresno BHC's work is grounded in the underlying belief that social, environmental, political, and economic factors together have an impact on the health and wellbeing of individuals and community as a whole. Fresno BHC works to continually engage a diverse constituency around issues related to education, health, land-use, youth leadership, civic engagement, and community development, with special focus on residents living in central, southeast, and southwest Fresno.

Representing more than 97,000 south Fresno residents, Fresno BHC is building a movement to change policies and systems in order to create *one healthy Fresno* for everyone.

POSITION DESCRIPTION

The Executive Administrative Assistant provides strategic, administrative and clerical support to the President and CEO and serves as a conduit to and from the President and CEO to the rest of Fresno BHC staff, visitors and external partners and stakeholders. The Executive Administrative Assistant composes and creates communications, maintains documentation related to contracts and official documents, while managing the day-to-day workflow and prioritizing various tasks and activities to enable President and CEO to achieve organizational goals; including scheduling, contact management, preparing materials in advance, organizing and coordinating executive outreach and external relations efforts. The Executive Administrative Assistant also serves as a liaison to the Board of Directors, senior staff and oversees special projects.

RESPONSIBILITIES

Complete a broad variety of administrative and clerical tasks for the President and CEO including, but not limited to:

1. Work closely and effectively with the President and CEO to keep him/her well informed of upcoming commitments and responsibilities, following up appropriately.
2. Maintain the President & CEO's extremely active calendar of appointments.
3. Ensure the President and CEO is prepared for upcoming appointments by gathering materials necessary in advance.
4. Answer and screen phone calls, take messages, and respond to routine inquiries for information.
5. Provide leadership to build relationships crucial to the success of the organization, serve as the first point of contact for a wide variety of high-level relationships between President and CEO and external contacts; follow up on contacts made by the President and CEO and support the cultivation of ongoing relationships; monitor relationships.
6. Provide a bridge for effective and regular communication between the President and CEO and internal departments, demonstrating leadership to maintain collegiality, trust and support with staff.
7. Coordinate the President and CEO's internal communications to staff, including regular emails to all staff, staff appreciations, tracking birthdays, years of service, and other staff milestones.
8. Draft and edit correspondence, including drafting acknowledgement letters, personal

- correspondence, memos, articles, reports and presentations, and transcribe meeting notes.
9. Conduct, compile, and present research on potential funders, partners and other topics of interest to the President and CEO.
 10. Research, prioritize, and follow up on incoming issues and concerns addressed to the President and CEO, including those of a sensitive or confidential nature, determine appropriate course of action, referral, or response.
 11. Ensure that the President and CEO's bio is kept updated and respond to requests for materials regarding the President and CEO and organization.
 12. Complete expense requests, produce, monitor, and reconcile monthly budget statements; research, identify, and resolve discrepancies.
 13. Collect and assemble information for grant, strategic and annual reports.
 14. Arrange complex and detailed travel plans, itineraries, and agendas; compiling documents for travel-related meetings; communicating all relevant details to participants.
 15. Assume lead responsibility for organizing and maintaining contract files and databases, maintain an organized system of tracking grants, organization records and documents.
 16. Manage a variety of special projects, some of which may have organizational impact, including working collaboratively with staff to assure projects meet deadlines.
 17. Coordinate external events (e.g. fundraising and networking events, conferences, forums, etc.), records business cards/enters data, etc.
 18. Provide Board of Directors-related support services including, but not limited to maintenance of Board rosters, coordination of Board meetings, preparation of minutes and collection of agenda-related materials, in compliance with applicable rules and regulations set in organizational bylaws. Provide similar support to other external and internal work groups, coalitions or task forces.
 19. Take on assigned tasks to support the overall work and mission of Fresno BHC.
 20. Balance conflicting priorities in order to manage workflow, ensure the completion of essential tasks, and meet critical deadlines.
 21. Maintain flexible hours as some meetings and activities may occur outside normal office hours, on weekends, and in various locations.
 22. Travel as needed.
 23. Other duties as assigned.

REQUIREMENTS

The Executive Administrative Assistant must be creative and enjoy working within a small, entrepreneurial environment that is mission-driven, results-driven and community oriented. The ideal individual will have proven ability to exercise good judgment in a variety of situations, with strong written and verbal communication, administrative, and organizational skills, and the ability to maintain a realistic balance among multiple priorities. The Executive Administrative Assistant must be a highly resourceful team-player, with the ability to work independently and must be able to work under pressure at times and gracefully handle a wide variety of activities, situations, and confidential matters with discretion.

The Executive Administrative Assistant must utilize analytical skills and demonstrate a broad understanding of the organization to effectively interpret and anticipate needs. They must demonstrate flexibility in the face of change and project a positive demeanor regardless of changes in working conditions. The Executive Administrative Assistant must possess strong interpersonal skills and always interact professionally with staff, partners, stakeholders and visitors and promptly respond to requests with accuracy and a courteous demeanor.

Must be a graduate from an accredited college or university with a bachelor's degree in a related field and have at least 3-5 years of experience directly supporting senior staff, preferably in a non-profit organization; in lieu of degree, the candidate must demonstrate at least seven (7) years of strong and successful experience in a similar position.

Must possess a valid California Driver's License and verifiable automobile insurance and have the use of a reasonably reliable automobile for use on the job, ability to pass background checks including LiveScan fingerprinting and must be able to occasionally lift up to 40 pounds.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES

1. Deep interest in and commitment to the vision, mission, and work of Fresno BHC.
2. Demonstrated proactive approaches to problem-solving with strong decision-making capability.
3. Excellent organization and attention to detail; ability to prepare timely, proper, clear and concise comprehensive reports, summaries, abstracts, correspondence and other documentation.
4. Ability to understand and carry out oral and written instructions.
5. Demonstrated ability to achieve high performance goals and meet deadlines in a fast-paced environment, works effectively without constant and direct supervision or guidance.
6. Demonstrated ability to develop and maintain effective working relationships with people from diverse backgrounds and communities; ability to work independently and as a member of a team.
7. Strong listening, interpersonal, networking, and customer service skills; ability to communicate effectively, clearly and concisely.
8. Proficient in general office practices, procedures, and terminology.
9. Familiarity with and ability to operate modern office equipment including computer hardware, software, copy machines, scanners, multi-line phone systems, internet and web-based applications; proficiency in Microsoft Office suite, Adobe, MailChimp, and project management products.
10. Display a high degree of initiative, emotional maturity, integrity, loyalty, accountability, and good judgment; excellence in professionalism with the ability to maintain strict confidentiality.
11. Strong organizational skills that reflect flexibility and ability to perform and prioritize multiple tasks seamlessly with excellent attention to detail.
12. Forward looking thinker, who actively seeks opportunities and proposes solutions, able to quickly adapt to new technology and easily acquire new technical skills.
13. Ability to speak, read, and write a second language is highly preferred, but not required.

PHYSICAL DEMANDS

While performing the duties of this job, the employee is regularly required to use hands and fingers. The employee frequently is required to stand, walk, sit, reach with hands and arms, kneel, talk, and hear. The employee must occasionally lift and/or move items weighing up to 40 pounds. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception, and ability to adjust focus.

WORK ENVIRONMENT

The position typically works indoors in an air-conditioned office, with a mixture of natural, incandescent and florescent light. Typical noise levels are muted by acoustic ceilings, carpets, and sound-deadening wall panels. Frequently, the position is called upon to work outside of the office at a public meeting or event. Some of these occur indoors, while others occur outside with exposure to weather and temperature extremes and moderate noise levels. This position requires travel and the ability to interact with others in both small and large group settings. At times, this position may include periods of extended physical activity, such as walking/standing and/or moving and setting up equipment. The employee is frequently required to meet multiple demands from several people.

NOTE: The above statements are intended to describe the general nature and level of work being performed by the person assigned to this job. They are not intended to be an exhaustive list of all responsibilities, duties, and requirements, which may change from time to time based on business needs. When appropriate, reasonable accommodations may be made to enable individuals with disabilities to perform essential functions of the job, so long as those accommodations do not create an undue hardship for the organization. However, regular attendance and promptness are considered part of each employee's essential job functions.