

# Executive Assistant

## Job Description

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**Title:** Executive Assistant

**Reports to:** Chief Executive Officer

**FLSA Status:** Non-Exempt

**Wages:** \$50,000

**Job Type:** Full Time

**Location:** Pacific Beach Office

*CCS is an equal opportunity employer that strives to create an inclusive environment and a diverse workforce from all backgrounds, abilities, and cultures.*

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**Summary:** The Executive Assistant provides C-Level executive administrative support to the Chief Executive Officer and Chief Development Officer on a wide range of activities that require a high-level of accuracy and attention to detail. The incumbent will be responsible for executive administrative support including but not limited to, management of complex calendars for meetings and/or conferences, travel arrangements, status reports, and ad-hoc statistical reports as requested and needed. The Executive Assistant will work independently on complex projects from conception to completion with minimal supervision and handle a variety of activities and confidential matters with discretion.

**Essential Functions:**

- Effectively and efficiently manages the day-to-day activities of the Chief Executive Officer.
- Management of electronic and paper communications, calendar, expense reports, in-person and virtual meetings, travel arrangements, and other needs as assigned.
- Assists with research correspondence and compiling data in order to compose concise, high-level executive summaries.
- Act as liaison to the Board of Directors, Board Committees, Media, and other community partners.
- Resolves complex problems with significant impact on overall Agency goals.
- Demonstrate a high-level of confidentiality, tact, independent judgment, attention to detail, and organizational skills.
- Writing and editing senior management correspondence to board members, donors, community partners and other key stakeholders.
- Displaying ownership of the Agency's donor database and related activity to track results and provide analytical and statistical reports successfully and accurately.
- Creates and revises procedures by analyzing operating practices, record-keeping systems, forms control; propose and implement changes.
- Implements practices to increase productivity and manages changes accordingly.
- Other duties as assigned.



**Job Requirements:**

**Education:**

- Bachelor's Degree in Business, Communications, or related field and/or equivalent lived experience.

**Experience:**

- Two or more years as an Executive Assistant to C-level executives.
- Two or more years in Administrative Assistant role.

**Preferred Experience:**

- Two years of experience as an Executive Assistant in a non-profit setting
- Bilingual (English/Spanish)

**Core Competencies**

- Outstanding interpersonal and communication skills; demonstrated ability to interact with diverse groups including high profile executives, board members, and staff.
- Proven ability to learn quickly and understand the "how and why" of a fast-moving environment.
- Superb organizational skills, accuracy, and attention to detail.
- Exemplary reliability and follow-through.
- Experience coordinating simultaneous projects with seamless execution and excellent judgment.
- Resourcefulness, ingenuity, and exceptional problem-solving skills.
- Ability to protect confidential and proprietary information with discretion.
- Exceptional skill with the Microsoft Office suite, Zoom or equivalent meeting platforms, and Adobe Acrobat Pro.
- Familiarity with CRM, Donor Perfect and/ or donor database platforms.
- Flexibility and ability to thrive in a fast-paced deadline driven environment.

**Working Environment:**

This job operates in a professional office environment.

**Physical Demands:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. While performing the duties of this job, the employee is regularly required to talk or hear. The employee frequently is required to stand; walk; use hands to finger, handle or feel; and reach with hands and arms. Must be able to carry up to 20lbs.

**Travel:**

20% travel required (with in San Diego County). Must have reliable transportation available for work-related purposes, a valid California driver's license, and proof of automobile insurance.

**Work Hours**

The employee must be available during Agency working hours of 8:30 a.m. to 5:30 p.m. Occasional evening and weekend work may be required as job duties demand.

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**To Apply:** Please submit a resume and cover letter to Verna Griffin-Tabor at [VTabor@ccssd.org](mailto:VTabor@ccssd.org)