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Executive Assistant to the President/CEO and EVP/COO

Description

PURSUE YOUR PASSION, Not Just another Job!

Veterans Village of San Diego is looking for employees who are passionate about serving all veterans. Changing the life of a vet takes a whole lot of work. It also takes dedication and commitment to our motto: Leave No One Behind. But the rewards are out of this world! We work hard, but we also enjoy having fun together. If you wish to be a part of this team and are ready to work for a cause, not just a paycheck, then VVSD is the place to start!

We are seeking a talented **Executive Assistant** to join our team! Reporting directly to the President/CEO and EVP/COO, the Executive Assistant provides executive support in a one-on-one working relationship. The Executive Assistant serves as the primary point of contact for internal and external constituencies on all matters pertaining to the office of the President. The Executive Assistant also serves as the liaison to the Board of Directors and Senior Management teams; organizes and coordinates executive outreach and external relations efforts; and oversees special projects. The Executive Assistant must be creative and enjoy working within a small non-profit environment that is mission-driven, results-driven and community oriented. The ideal individual will have the ability to exercise good judgment in a variety of situations, with strong written and verbal communication, administrative and organization skills, and the ability to maintain a realistic balance among multiple priorities. The Executive Assistant will have the ability to work independently on projects from conception to completion, and must be able to work under pressure at times to handle a wide variety of activities and confidential matters with discretion.

If you are results driven, detail oriented, flexible, resourceful, this is the position for you!

Responsibilities

Manages and completes the day-to-day broad variety of administrative tasks for the President/CEO and EVP/COO including:

Executive Support:

- Managing an extremely active calendar of appointments (including, but not limited to conferences, speaking engagements and fundraising activities).
- Provides the CEO and/or COO with background information, meeting summaries and/or supporting documents in preparation for scheduled appointments, meetings and speaking engagements
- Coordinates with other departments as necessary for outreach events/speeches
- Composes and prepares correspondence that is sometimes confidential
- Arranges detailed travel plans, itineraries and agendas; and compiling documents for travel-related meetings; completes expense reports accordingly
- Plans, coordinates and ensures the CEO and/or COO's schedule is

Hiring organization

Veterans Village of San Diego

Employment Type

Full-time

Industry

Non Profit

Date posted

April 5, 2021

Please submit cover letter and resume to:

hr@vvsd.net

followed and respected

- Maintains an efficient flow of information between all levels of the company including internal and external contacts on a wide spectrum of plans and priorities
- Communicates directly, and on behalf of the CEO and/or COO, with Board members, staff, and others, on matters related to CEO and/or COO's programmatic initiatives.
- Researches, prioritizes, and follows up on incoming issues and concerns addressed to the CEO and/or COO, including those of a sensitive or confidential nature; determines appropriate course of action, referral or response
- Works closely and effectively with the CEO and/or COO's to keep him/her well informed of upcoming commitments and responsibilities, following up appropriately
- Acts as a "barometer", having a sense for the issues taking place in the environment and keeping the CEO and/or COO updated
- Provides leadership to build relationships crucial to the success of the organization, and manages a variety of special projects for the CEO and/or COO, some of which may have organizational impact
- Prioritizes conflicting needs; handles matters expeditiously, proactively, and follow-through on projects to successful completion, often with deadline pressures
- Processes all incoming correspondence received in the office of the CEO and/or COO, prioritizing and determining its disposition; determines which correspondence can be handled by self and takes initiative in drafting responses for the CEO and/or COO's signature based on knowledge of his activities, interest, priorities and issues. Follows same procedures for electronic mail
- Reviews and writes statistical reports; proofreads, and formats all correspondence prepared for the CEO and/or COO's signature to ensure accuracy and completeness, as well as consistency with the organization's policy standards and exercises good judgment in following up with staff to ensure deadlines are met on documents requiring the CEO and/or COO's signature.
- Handles confidential and sensitive information with poise, tact and diplomacy
- Handles CEO and/or COO's credit card charges/receipts and manages travel expense reports in a timely manner
- Maintains files used by the CEO and/or COO and organization
- Arranges, in conjunction with other departments, special events sponsored by the CEO and/or COO to include invitations, site selection and related details
- Supervises Receptionist position and provides mentorship to new executive assistants and other new staff as needed or requested as well as maintaining liaison with other departments for communication, fostering of good working relationships, problem solving, information sharing.
- Other duties as assigned by CEO and/or COO

Board Support and Liaison:

- Serves as the CEO's administrative liaison to VVSD's Board of Directors
- Assists Board Chairman and members with scheduling meetings, committee planning and new Board membership and orientation/responsibilities
- Manage and maintain Board of Directors files
- Maintains discretion and confidentiality in relationships with all Board members

- Adhere to compliance with applicable rules and regulations set in bylaws regarding Board and Board committee matters, including advance distribution of materials before meetings in electronic/paper format
- Responsible for scheduling Board meetings, transcribing Board meeting minutes, and ensuring advance preparation

Senior Management Liaison:

- Participates as an adjunct member of the Executive Team including assisting in scheduling meetings, attending meetings and taking notes as needed
- Assists in coordinating the agenda of senior management team meetings, off-site meetings/events, and staff meetings
- Assists all Executive Staff members as needed

Qualifications

- Minimum of two years' college training and a minimum of five years of combined executive-level administrative support experience
- At least one year of experience working with a board of directors or similar governing body
- Must possess effective communication and analytical skills, both oral and written
- Proven ability to handle confidential information with high level of discretion, tact, judgment and poise and must have a solid aptitude for customer/client service and response
- Comprehensive knowledge of the policies and operations of the organization
- Works independently under general instructions on a wide variety of special projects at the same time exhibit to a high degree an ability to work well with other staff, Board members and other individuals and organizations
- Demonstrated proactive approaches to problem-solving with strong decision-making capability
- Emotional maturity and highly resourceful team-player
- Demonstrated ability to achieve high performance goals and meet deadlines
- Forward thinker, who actively seeks opportunities and proposes solutions
- High degree of skill in grammar, spelling and punctuation and excellent computer skills

Physical Requirements:

- Ability to bend and lift light objects
- Ability to sit for extended periods of time while viewing a computer monitor
- Dexterity of hands and fingers to operate a computer keyboard
- Capable of hearing and speaking to exchange information
- Seeing to read reports and data
- Ability to speak English
- Must be able to work in a noisy, busy environment.

Job Benefits

VVSD has the following benefits: 12 paid holidays a year, paid , paid sick leave and paid vacation, health insurance, vision and dental plans, pension plan.

Please Note:

- If you were a client of VVSD, you must have been out of all programs for a minimum of 2 years.
- Veterans Village of San Diego is an equal opportunity workplace. All qualified applicants will receive consideration for employment without regard to race, color, religion, gender, gender identity, or expression, sexual orientation, national origin, genetics, disability, age, or veteran status.