EXECUTIVE ASSISTANT
JOB ANNOUNCEMENT

TITLE Executive Assistant
FLSA STATUS Non-Exempt
PAY CLASS Full-Time
REPORTS TO President/CEO
LOCATION Santa Ana, California, and/or Remote

Job Summary The Executive Assistant enhances the President/CEO and senior leadership team’s effectiveness by providing information management support and through representing the President/CEO to others. This individual is responsible for providing on-going support and coordination for the President/CEO and Chief Operating Officer. This position serves as a liaison and administrative support for the Board of Directors on behalf of the executive staff.

Education/Experience Requirements Minimum requirements include:

Education: High school diploma required; Associate’s or Bachelor’s degree preferred.

Experience: Five to ten years’ experience supporting C-level executives. Non-profit experience preferred.

Core Competencies and Characteristics: Ability to manage time and take initiative to complete projects independently. Superior telephone, communication, and interpersonal skills to interact effectively and positively with people. Well organized with high attention to detail, accuracy. Ability to prioritize and follow-through to effectively manage work flow necessary in order to handle non-routine, moderately administrative details. Exercise good judgment and anticipatory thinking. Ability to use discretion in maintaining confidentiality of sensitive materials and issues. High level of flexibility and responsiveness. Excellent event project management skills, with the ability to prioritize and accomplish multiple tasks simultaneously on time in a fast-paced environment. Ability to produce a variety of communication productions in a clear and concise style, adhering to the organization's brand and style guide. Superlative customer service skills

Compensation Commensurate with experience, education, and market
Benefits

- All employees: 401(k) voluntary employee contribution
- Full-time employees (30 or more hours per week): health insurance (medical, dental, vision); paid time off; company-wide holidays
- Part-time employees (29 hours per week or less): paid sick leave

Company Summary

*Launched in 2007,* Charitable Ventures is a non-profit organization dedicated to creating positive social impact through transformative ideas and investments. We provide incubation, sponsorship, and capacity building services such as planning, facilitation, and evaluation for funders, non-profit organizations, government, and community leaders throughout California.

*We maximize the impact of emerging and established nonprofits, as well as donors and foundations with a passion for change – and we’re considered an essential part of the nonprofit sector infrastructure in Southern California.*

*Since inception, Charitable Ventures has fiscally sponsored more than 62 Projects that address a wide array of social issues.*

In 2020, Charitable Ventures anticipates sponsoring more than 35 active projects on track to raise between $14 and $16 million in revenue.

**Applications:** Please send cover letter and resume to [HR@charitableventuresoc.org](mailto:HR@charitableventuresoc.org).

*Charitable Ventures is committed to the principle of equal employment opportunity.*