



## EXECUTIVE ASSISTANT JOB ANNOUNCEMENT

TITLE	Executive Assistant
FLSA STATUS	Non-Exempt
PAY CLASS	Full-Time
REPORTS TO	President and Chief Executive Officer
LOCATION	Santa Ana, California

**Job Summary** The Executive Assistant (EA) is responsible for providing on-going support and coordination for the CEO and the Executive team. The EA enhances the Executive team's effectiveness by providing high-level administrative and project support, and through representing the Executive team to both internal and external stakeholders. This position also serves as a liaison and administrative support for the Board of Directors on behalf of the Executive team.

**Education/Experience Requirements** Minimum requirements include:

- Five to ten (5 – 10) years of experience supporting C-level executives required; nonprofit experience preferred
- Exceptional attention to detail and accuracy required;
- Collegial, collaborative work style;
- Extensive experience with Microsoft Word, Excel, and PowerPoint preferred;
- Bachelor's degree required; advanced degree in relevant field preferred

**Compensation** Commensurate with experience, education, and market (\$60,000 – \$70,000 per year)

### 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. The agency provides incubation, sponsorship, and capacity building services such as planning, facilitation, and evaluation for funders, non-profit organizations, government, and community leaders throughout California.

Charitable Ventures maximizes the impact of emerging and established nonprofits, as well as donors and foundations with a passion for change – and is considered an essential part of the nonprofit sector



infrastructure in Southern California. Since inception, it has fiscally sponsored more than 60 projects that address a wide array of social issues.

**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.*