



KIDWORKS COMMUNITY DEVELOPMENT CORPORATION

Job Opportunity: Executive Assistant to the CEO

Job Title:	Executive Assistant to the CEO
Department:	Management and Administration
Reports To:	Chief Executive Officer
Classification:	Non-Exempt / Full-Time (40 hours/week)
Compensation:	\$27 – \$33 / hour
Benefits:	Health Benefits (medical, dental, vision, paid group life insurance), 401(k) plan w/employer match, vacation, sick, and holiday pay

THE ORGANIZATION

Would you like to leverage your professional skills and expertise by giving back to the community? Are you interested in knowing that every day you are making a difference in the lives of our community's youth and the next generation of young leaders? Consider joining the KidWorks team.

KidWorks is a well-respected community development organization located in central Santa Ana. The mission of KidWorks is to restore at-risk neighborhoods one life at a time. The organization serves over 800 children, youth, and parents every week through preschool, after-school tutoring and enrichment, leadership development, and community engagement and advocacy. To learn more, please visit <http://www.kidworksoc.org>.

POSITION SUMMARY

The Executive Assistant is a key support role to the Chief Executive Officer at KidWorks who is the driving force behind the strategic planning, fund development, and staff and organizational development. KidWorks is seeking an experienced, highly organized, detail-oriented individual with a passion for administration and a desire to serve alongside KidWorks' executive leadership as they seek to positively influence the future of central Santa Ana through youth and community development. This position allows you to use your administrative gifts to maximize the work of the Chief Executive Officer and Executive Team, while developing new systems and processes for improving efficiency and workflow.

POSITION ROLES & RESPONSIBILITIES

Represent the CEO

- Draft and/or edit correspondence including memoranda, reports, e-mails, and other documents on behalf of the CEO to ensure excellence in all communication from the CEO's Office;
- Flag and ensure follow-up on significant pieces of e-mail and other correspondence, and reply on behalf of the CEO when appropriate; and
- Make scheduling and follow up phone calls to Board, leadership and major donors on behalf of the CEO when appropriate
- Attend internal and external meetings/events on behalf of the CEO, as appropriate

Scheduling, Meeting Administration and Task Management

- Responsible for scheduling, meeting preparation, and broad administrative support for the CEO;
- Maintain CEO's calendar based on agreed upon priorities including scheduling time for essential tasks;
- Draft and/or compile briefing material for upcoming internal and external meetings;



- Prepare materials for all CEO meetings and presentations, including drafting agendas, creating presentations/visuals, memorandums, and handouts;
- Coordinate logistics for CEO and senior leadership meetings including room reservation, room set-up, staff communication, and procuring necessary supplies;
- Attend and take notes at senior leadership meetings as needed
- Ensure appropriate follow-up from all meetings including distributing meeting notes, flagging follow-up items, scheduling next steps and working with the Executive Management Team to ensure appropriate action steps are completed
- Track CEO's deadlines based on agreed upon priorities and ensure progress toward the same; Implement task management system(s) to ensure efficiency and allow the CEO to focus on high-level priorities.
- Advance action items for the CEO's weekly meetings with direct reports, senior leadership meetings, Board meetings, Advisory Council and other meetings as needed.
- Complete a variety of special projects including creating PowerPoint presentations, financial spreadsheets, conducting research, developing special reports, and agenda material.
- Work with Senior Director of Administration and People Development to:
 - Collect organizational data for reporting and presenting purposes
 - Serve as a stand-in for CEO for key meetings, as needed
 - Plan and execute annual planning processes, timelines, and calendars
 - Plan and execute various internal events, such as All Staff Meetings, Board Meetings, etc.

Ongoing System Development Implementation

- Develop and maintain CEO's office electronic filing and tracking systems (via Outlook, Bloomerang Donor Data Base and Board Portal)
- Recommend/implement workflow efficiencies for CEO and/or Executive Team, etc.

General Administration

- Determine all travel arrangements and logistics for domestic trips including securing transportation, accommodations, and other logistics as necessary;
- Schedule donor and business meetings, and any related logistics, as necessary;
- Assist in completing reports and contracts;
- Other additional and/or alternative duties as assigned from time to time, including supporting other departments or Executives as needed.

CANDIDATE PROFILE

The requirements listed below are representative of the knowledge, skills, and/or abilities required to perform the job successfully.

Education/Experience

- Three or more years of demonstrated success in an equivalent or related position
- Bachelor's degree (B.A.) from four-year college or university, preferred

Special Skills/Knowledge/Requirements

- Passion for KidWorks mission and ability to articulate this passion to others
- Demonstrated commitment to the values of diversity, inclusiveness, equity, and empowerment
- Excellent verbal, phone, and written communications skills
- Capacity to work easily, effectively and collaboratively with a wide range of people, build relationships, be diplomatic, and exhibit sensitivity to and understanding of the dynamics of the organization
- Ability to represent the CEO among various stakeholders, including families, donors, board members, partners, and government officials.



- Superior administrative capacity to multitask and manage detailed projects with minimal oversight
- High level proficiency with Microsoft Office Suite (Outlook, Excel, Word, PowerPoint)
- Proven ability to establish systems and processes used to manage large volumes of information and to prioritize tasks
- Demonstrated ability to manage sensitive information and documents and with strict confidentiality
- Proactive problem solver who takes initiative to get things done
- Exhibit resourcefulness in meeting the goals of the position
- Bilingual English/Spanish a plus
- Valid drivers' license and a reliable, insured vehicle for travel
- General availability Monday – Friday; 8:30 am – 5:00 pm, and occasional evenings
- Covid-19 completed vaccination required

APPLICATION PROCESS

To apply for this position, send an email to hr@kidworksoc.org and include both a cover letter and resume. Please write “**Executive Assistant**” in the subject line. Please forward electronic submissions only. No phone calls please. Only principal, qualified candidates will receive a response. KidWorks is an equal opportunity employer.