

La Cheim School, Inc. – Part-time Executive Assistant Position

20 hours per week -

The Executive Assistant will provide strategic assistance in the areas of communication, assisting with posting positions, meeting and project coordinating, and project management as assigned.

Position Summary:

Reporting directly to the CEO and working with the HR Director, the Executive Assistant provides a wide range of administrative executive support and executes special projects on the day-to-day operations for La Cheim. The Executive Assistant supports in managing communication, meetings, and interactions with agency personnel and key partners. Remote to start.

Primary Duties and Responsibilities:

- Utilize excellent customer services skills.
- Engage in a culturally attuned and responsive manner ensuring the development and maintenance of positive relationships with the agency executives and community partners.
- Execute agency special projects as assigned by the CEO.
- Manage the executive's day-to-day calendar, including making appointments and prioritizing sensitive matters.
- Prepare reports (including spreadsheets, flowchart), agendas, meeting minutes, legal documents, presentations (power point and other media) and other documents.
- Participate in meetings, taskforces, and workgroups both internally and externally.
- Coordinate and facilitate visits for stakeholders, funders, and community partners.
- Collect and assemble research.
- Support in basic grant research and contract management tasks as assigned.
- Maintain comprehensive and accurate agency records.
- Answer incoming phone calls in a polite and professional manner and accurately take messages.
- Coordinate travel arrangements and create trip itineraries.
- Use software, including word processing, spreadsheets, and other presentation software to prepare reports and/or special projects.
- Other duties as assigned.

Minimum Qualifications:

- Bachelor's Degree Preferred
- A minimum of two years of executive administrative experience.
- Strong interpersonal and organizational skills that reflect the ability to perform and prioritize multiple tasks seamlessly with excellent attention to detail.
- Excellent written and verbal communication skills.
- Proven ability to handle confidential information with discretion, be adaptable to various competing demands, and demonstrate the highest level of customer service and response.
- Must be self-motivated and proactive.
- Proficient in Microsoft Office (Outlook, Word, Excel, and PowerPoint), Adobe Acrobat, and Social Media web platforms.
- Experience and knowledge of basic office equipment, such as but not limited to computers, printers, phones, mail system and copiers.
- Requires a California Driver's License, auto registration and an insurable, reliable transportation.
- Must be able to receive clearances with DOJ and FBI fingerprint and negative TB (tuberculosis) test, and COVID Vaccination is required.

Job Type: Part-time 20 hours per week position

Pay Range: \$22.00 - \$24.04 per hour, depending on experience.

All staff and employees are required to wear a mask and will be required to be vaccinated. If anyone is not feeling well, they will be asked to stay home.

Work Location: Remote to start. Office location - El Sobrante, CA 94803