



BLU Educational Foundation

POSITION: Executive Assistant

POSITION SUMMARY

The **Executive Assistant's** (EA) primary role is to support/organize the CEO, ensuring they are focused on leadership and strategic priorities. The EA reports directly to the CEO and serves as the right-hand; keeps them abreast of their management priorities on a daily basis and makes sure they are prepared for all key responsibilities and interactions.

The EA should be a mature, creative self-starter, able to take the initiative, engage with the staff with ease, and above all, accommodate the specific needs and personality of the CEO, and as such will have a wide portfolio. Given the CEO's active calendar and travel schedule, the EA must be able to work independently and proactively. The candidate must be comfortable working in a diverse team environment and have a demonstrated commitment to social justice and community engagement and development.

Candidates must demonstrate the ability to manage multiple projects at once. Provide high-level administrative and personal support to, and on behalf of, the CEO.

RESPONSIBILITIES

- Manage professional and personal scheduling for the CEO, including meeting agendas, correspondence, calls, travel arrangements, client management, and other company logistics
- Provide administrative assistance, such as writing and editing e-mails, drafting memos, and preparing communications on the executive's behalf
- Coordinate complex scheduling and extensive calendar management, as well as management of content and flow of information to management and staff
- Perform administrative tasks, such as typing, dictation, spreadsheets and presentations
- Maintain internal filing system and contact database
- Observe professionalism and strict confidentiality with all private and privileged information (internal and external)
- Organize team communications and plan events, both internally and offsite
- Assistance with grant research and preparation
- Run errands as requested
- Other duties as assigned

QUALIFICATIONS

- **MUST** enjoy and be willing to competently engage with the Black community, and other communities of color
- Five years' experience in an administrative role reporting directly to upper management
- Excellent written and verbal communication skills
- Strong time-management and organizational skills
- Problem-solving and decision making
- High level of proficiency in computer applications, software and social media (Microsoft Office Suite, graphic design, and conducting Internet research)
- Experience administering budgets and expense reports
- Experience developing internal processes and filing systems
- Flexible team player willing to do what it takes to get the job done; adaptable and enjoys a challenge



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QUALIFICATIONS (cont.)

- Must carry self in a professional and ethical manner
- Must be well groomed, inclusive of attire and personal hygiene
- Dependability and punctuality are a must!

REQUIREMENTS

Education: Bachelor's Degree from a regionally accredited college or university

Experience: Minimum three (3) years' recent paid experience supporting senior executives in the non-profit or corporate sectors where responsibilities include project support and management. Demonstrated effectiveness in using technology and other productivity tools.

Candidate must pass a TB test, criminal background check, have personal transportation available for job-related travel, a valid California driver's license and automobile insurance.

SALARY AND BENEFITS

The applicable annual salary is \$54,080-\$62,400 FTE (commensurate with experience) This is a full-time position. 30-40 hours a week. Benefits include medical, dental, vision, sick and vacation time, and 13 paid holidays a year.

WORK SCHEDULE

30-40 hours per week during the school year. 30-35 hours per week during summer months. Must be available Monday-Friday from 8am-8pm. Flexibility to work and travel on regular workdays. Regular schedule will include some evenings, weekends and travel. Hours may vary depending on the needs of the organization.

APPLICATION PROCESS: This position will be available January 15, 2024. Application materials are now being accepted. Review of resumes will begin immediately and continue until the position is filled. The position may close when an adequate number of qualified applications are received.

How to Apply: Interested and QUALIFIED candidates should email the following:

1. Cover Letter - Include 1) qualifications, experience and desire to work with Black, Indigenous, Latinx and underserved youth/communities; and 2) future career goals
2. Current Resume
3. Professional References (3) - Include Name, Title & Company, phone number

Please send cover letter, resume and references to: **info@BLUedfoundation.org**
For information, please visit www.BLUedFoundation.org