



BLU Educational Foundation

POSITION: Executive Administrative Assistant

POSITION SUMMARY

The **Executive Administrative Assistant's**(EAA) primary role is to support/organize the CEO, ensuring they are focused on leadership and strategic priorities. The EAA 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 EAA should be a mature, creative self-starter, able to take 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 EAA 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
- 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
- Assistant 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
- 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
- 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!



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REQUIREMENTS

Education: Some College units from a regionally accredited college or university
Preferred: Bachelor's Degree from a regionally accredited college or university

Experience: Minimum three (3) years of progressively responsible experience in general office clerical or secretarial work or the equivalent.

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 \$47,000-\$60,000 FTE (commensurate with experience) This is a full-time position. 40 hours a week. Benefits included.

WORK SCHEDULE

Must be available Monday-Friday from 8am-8pm. Flexibility to work and travel on regular workdays and some evenings and weekends.

APPLICATION PROCESS: This position will be available August 1, 2022. Application materials are now being accepted. Review of resumes will begin immediately and continue until the position is filled.

How to Apply: Interested and QUALIFIED candidates should email the following to info@BLUedfoundation.org:

1. *Cover Letter* - Include qualifications, experience and desire to work with the Black community and other communities of color; related job experience; and career/educational aspirations.
2. *Current Resume*
3. *Professional References (3)* - Include Name, Title & Company/Organization, phone number and email address

For information, please visit www.BLUedfoundation.org