



Girls Incorporated of Orange County

Mission: Inspiring all girls to be Strong, Smart and Bold

Vision: Creating parity for all girls in Orange County in education, careers, and society

Girls Incorporated of Orange County is a private, non-profit agency serving girls ages kindergarten through college. We are an affiliate of the Girls Incorporated national organization, the nation's leading voice for girls. Our programs for girls give equal concern for careers and life planning, health education, leadership and community action, self-reliance and life skills, culture and heritage, academic achievement, participation in sports, and excellence in math, science, and technology. Our programs have proven to be effective in inspiring girls to become Strong, Smart and Bold.

POSITION INFORMATION

Position Title: Executive Assistant

Supervisors:
Chief Executive Officer

Full or Part-time:
Full-time Non-Exempt

Positions Available:
One

Purpose of Position:
The Executive Assistant will provide high-level executive support to the CEO, Executive Managers and Board of Directors; including comprehensive support for general office operations.

Regular or Temporary:
Regular

PRIMARY RESPONSIBILITIES

Scope of Work:

The Executive Assistant will be successful, when the following outcomes have been achieved:

Support to the CEO

- Provides support to CEO and performs project-based duties for Executive Management Team
- Manages CEO's calendar and contacts, schedules meetings with donors, community partners, conference and event registrations, and flight and hotel reservations
- Plan and execute all board, executive committee meetings and annual board retreat, including logistics, print materials and catering
- Responsible for updating board documents; rosters, years of service, bios, applications, etc.
- Tracks CEO's expenditures and submits PO's and Check Requests
- Coordinates the activities of and provides professional service to the Board of Directors and agency committees
- Prepare PowerPoint presentations for meetings and annual Board Retreats
- Provides information and communicates effectively with staff and Board of Directors in a timely and professional manner
- Assemble packets for Board and Executive Committee Meetings and distribute electronically
- Liaison to Board members, Legacy Council, and committees
- Creates, scans, electronically files and mails our acknowledgement letters to donors
- Communication with Girls Inc. National on behalf of CEO
- Pre- and post- event support to Fund Development and Programs Department
- Provide tech support and set-up for meetings (virtual & in-person)
- Performs other duties assigned by the CEO

Other duties as assigned:

- Perform a variety of skilled administrative and clerical duties including: maintaining and creating files, mailings, preparing reports, correspondence, and mail
- Answer and route incoming telephone calls to appropriate department
- Assist Operations department with meeting preparation and special events
- Assist with daily office operations; managing conference rooms, building maintenance and office supply inventory

Inspiring all Girls to be Strong, Smart and Bold



- Places special orders for business cards, letterhead, staff name tags, etc.
- Serves as front office reception; receiving packages, greeting visitors and screening guests.
- Supports with donor database management by creating reports, letter templates and processing general updates to specified groups
- Collaborates and serves as back up support to Development Specialist
- Perform other duties as assigned by the Operations Manager

QUALIFICATIONS

- Minimum three years of relevant experience at a nonprofit organization or professional office environment which would have included performance of duties at a responsible and confidential level with minimal supervision
- Excellent communication and financial skills, with proficiency in Office 365, Google Suite, Canvas and virtual meeting applications
- Experience managing client database applications, excellent writing and editing skills, including the ability to prepare and proofread clear, concise and grammatically correct business correspondence, performing accurate and efficient typing and data entry
- Knowledge of web-based programs including Bloomerang
- Strong critical thinking and interpersonal skills
- Strong organizational skills and the ability to pay attention to detail while managing multiple projects
- Must have a collaborative, team-oriented work style with the ability to work independently
- A commitment to high professional ethical standards in a diverse workplace
- Must clear background and drug check and have reliable transportation
- Provide updated T.B. test

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Must be able to stand, walk, reach with hands and arms, stoop, talk and hear
- Employee is required to sit, sometimes for a few hours at a time
- Must be able to lift and/or move 25 lbs.
- Must be able to work occasional evenings/weekends

Compensation and Benefits

- Salary range: \$30-\$32 per hour
- Medical Insurance (after 60 days)
- Dental and Vision Plans (after 60 days) covered by employer
- 403b Plan
- 12 Paid holidays, paid sick days, and vacation

Please send resumes and cover letters to humanresources@girlsinc-oc.org. No phone calls, please.
For more information on Girls Incorporated of Orange County, please visit our website at: www.girlsinc-oc.org.
Girls Incorporated is an equal opportunity employer.