



Title: Executive Assistant

Pay rate: \$14.00-\$16.00 per hour; DOE

Summary

Are you experienced in a fast-paced office environment and in staying organized and composed while juggling multiple demands? Ready to work in a dynamic environment surrounded by fun, motivated people? Saint John's Program for Real Change is looking for organized, detail-oriented executive assistant with strong written and verbal communications skills. The ideal candidate will have two or more years executive support experience and be a caring individual looking to make a difference in the world.

The Executive Assistant will be in charge of managing the day-to-day needs of the office, organizing and maintaining files and records, planning and scheduling meetings and appointments and the maintaining of the CEO's calendar. The Executive Assistant will also manage projects, conduct research, prepare and edit correspondence, reports, and presentations. It will also be necessary to make travel arrangements for the CEO, provide quality customer service and run errands as needed. The Executive Assistant to the CEO is also a member of our development team and will, like all other development members, be required to take on special projects from time to time, and work events that may require some evenings and weekends.

Duties and Responsibilities: include the following. Other duties may be assigned.

- Manages the day-to-day needs of the office
- Prepares and edits correspondence, reports and presentations
- Organizes and maintains files and records
- Plans and schedules meetings and appointments
- Provides general support to CEO including travel arrangements, scheduling and maintaining calendar and running errands as needed
- Sets up and coordinates tours
- Navigates all calls and voicemails for the CEO
- Takes minutes during BOD meetings
- Records all CEO contacts (meetings, emails, phone calls) in eTapestry or other CRM
- Makes purchases for the office and CEO
- Prepares BOD correspondence
- Prepares for and sets up BOD meetings and retreats
- Takes minutes at BOD meetings

Qualifications

- Bachelor's degree; Executive Administration experience a plus



- Working Knowledge of Microsoft Office Suite; eTapestry software knowledge a plus.
- Requires a valid CA driver's license, with proof of valid auto insurance, ability to drive an automobile
- TB clearance, and DOJ clearance.
- Day and evening hours might be necessary as well as some weekends and some holidays to accommodate select activities.

Organization Description

Saint John's operates the only program of its kind Sacramento County, and is built around an 8 – 18 month curriculum of intensive life skills and vocational training for homeless mothers and children - the most rapidly rising segment of the homeless population nationally. Established in 1985, Saint John's now provides a hand up and out of poverty through a trajectory of services focused on creating self-sufficiency. Included in this continuum are three housing programs, two public restaurants, including catering, and a public child care and development center. The mission of Saint John's Program for Real Change is to unleash the potential of mothers in crisis to improve their quality of life and enrich the lives of their families.

Saint John's Program for Real Change is an equal opportunity employer.

To Apply:

If you meet the qualifications described herein, please submit in your resume/cover letter, and complete the questionnaire using the link provided:

<http://hrtogo.agileats.com/CareerPortal/JobDetail.aspx?RequisitionId=12115&SourceId=1307>