



The Chicano
Federation

Chicano Federation of San Diego County, Inc.

JOB DESCRIPTION

JOB TITLE: Executive Administrator

SALARY: \$52,000 yearly salary

GENERAL FUNCTION:

The Chicano Federation of San Diego is currently looking for an experienced, reliable, and task-oriented Executive Administrator to support the Chief Executive Officer and perform a variety of administrative and operational tasks to support our growing agency. The ideal candidate is passionate about our Mission and Values, highly self-motivated, professional, and capable of managing their workload and prioritizing tasks. They have a can-do attitude and are happy to help with a variety of elements of the business.

ESSENTIAL FUNCTIONS:

- Act as the administrative point of contact among team members, board of directors, partners and external clients for CEO.
- Manage information flow in a timely and accurate manner
- Prepare internal and external documents, research, presentations and reports as requested by CEO.
- Direct supervisor of reception employee.
- Schedule meetings and appointments and manage travel itineraries
- Help CEO maintain sponsors, investor and partner relationships and aid with other tasks as needed.
- Assist with the arrangement of corporate events such as fund-raising events, board meetings, and partner meetings.
- Uphold a strict level of confidentiality.
- Develop and sustain a level of professionalism among staff and partners.
- Responsible for posting on agencies social media platforms.
- Attend evening and weekend events/meetings as needed.
- Assist in other areas as needed.

QUALIFICATIONS:

- 3+ years of experience as an Executive Assistant reporting directly to senior management.
- Strong organizational, project management and problem solving skills with impeccable multi-tasking abilities.
- Ability to juggle competing, time-sensitive priorities.
- Effective team player with excellent interpersonal skills, including the ability to communicate diplomatically, compassionately, and professionally with diverse individuals.
- Excellent written and verbal communication skills.
- Friendly and professional demeanor.
- Advanced Microsoft Office skills with an ability to become familiar with organization- specific



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programs and software.

EDUCATION:

A high school diploma or equivalent work experience required.
Bachelor's degree preferred.

OPERATING RESPONSIBILITY:

Must interact with agency employees at all levels in a personal and professional manner.
Requires excellent communication skills to represent the agency in a professional manner.
Confidentiality is of major importance for this position in dealing with private information on the daily operations of the agency. Must present a positive attitude and work independently.

CONTACTS:

Has contact with all levels of agency employees as well as external contacts partners, sponsors and other non-profit executives.

WORKING CONDITIONS:

Works in an office environment. Travel required. Must have a vehicle, current driver's license and proof of insurance.