



The Chicano
Federation

Chicano Federation of San Diego County, Inc.

JOB DESCRIPTION

JOB TITLE: Executive Assistant

SALARY: \$62,400.00 to \$67,400.00 Annually

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.

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.
- Responsible for stewardship on behalf of the CEO; including sending items for recognition of birthdays or other purposes, sending correspondence after CEO visits, researching community events weekly and sending notices of any news coverage to contacts as directed by CEO.
- 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.



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- Advanced Microsoft Office skills with an ability to become familiar with organization- specific programs and software.

EDUCATION:

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

OPERATING RESPONSIBILITY:

Will 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.