



## Executive Assistant (Full Time)

**Pay:** \$20-25/hr commensurate with experience (M – F, some weekends 9 am -5:30 pm)

**Organization:** Sanctuary of Hope (SOH) is a nonprofit that provides education and housing stabilization services to resilient Transitional Age Youth (TAY), ages 16-25, who are housing or economic insecure, child welfare or justice impacted, low-income, or at-risk in the Los Angeles County region. SOH helps young people build self-reliance by helping them overcome poverty, trauma, low educational achievement, unemployment, and lack of well-being.

**Summary:** The Executive Assistant serves as the organization's Executive Assistant, providing high-level administrative, clerical, and secretarial support to the Executive Director and Senior Management Team. Assists the Executive Director and Senior Management members in the achievement of the organization's mission. Acts as a primary point of contact for the Executive Director and Senior Management Team, representing them in a professional and positive manner.

### Duties and Responsibilities:

- Daily interactions with the Executive Director, Senior Management Team, and other SOH Team members.
- Serves as an SOH Ambassador, promoting the organization's mission, values, services, programs, and brand.
- Coordinates and attends monthly Board Meetings, preparing the agenda, meeting notifications, and Power Point presentation, and maintaining meeting minutes
- Coordinates and attends Senior Management meetings, preparing the agenda and maintaining meeting minutes.
- Monitors the Executive Director and Senior Management calendars and arranges company meetings and events accordingly. Coordinates and schedules meetings for the Executive Director and Senior Management Staff, arranging meals and logistics as needed.
- Manages the meeting space reservation calendars.
- Drafts emails, reports, and proposals for the Executive Director and Senior Management.
- Coordinates travel for the Executive Director and Senior Management, to include conference registrations, flight reservations, hotel reservations, rental car, etc.
- Assists in planning and coordinating Strategic Planning retreats.
- Attends various committee meetings, preparing the agendas and maintaining meeting minutes. Executes action items as directed.
- Assists in planning and executing company events, including employee engagement activities.
- Tracks and uploads expense receipts for the Executive Director and Senior Management.
- Maintains the organization's vital records including contracts, lease agreements, etc.
- Maintains the organizations emergency procedure documents and contact lists.
- Uphold compliance with all legal, health, and safety guidelines.

**Education:** Associates of Arts or commensurate experience in the social service field.

### Qualifications:

- Proficient in Microsoft Office applications and social media
- Excellent written and oral communication and proficiency in math
- Ability to work collaboratively, but independently
- Ability to pass drug screening



- Ability to pass a criminal and child abuse index background check
- Reliable transportation
- Ability to work well under pressure, multitask, and prioritize responsibilities to meet deadlines.
- Excellent time management, project management, and organizational skills. Strong attention to detail.
- Exhibit honesty, integrity, reliability, confidentiality, and punctuality.
- Thorough knowledge of the SOH's mission and services.

***Certificates, Licenses, Registrations:***

- Valid California Driver's License and proof of registration and auto insurance
- Adult CPR & Basic First Aid
- TB Test Clearance and COVID Vaccination

Position is grant funded; in addition to other specified conditions of employment, it is understood that no guarantee of continued employment, beyond the availability of current funds, is expressed or implied by Sanctuary of Hope.

Sanctuary of Hope provides equal employment opportunity to all qualified individuals without regard to race, creed, color, national origin, ancestry, religious belief, sex, age, physical or mental disability, veteran status or other protected classification.