

CalPACE

EXECUTIVE ASSISTANT JOB DESCRIPTION

BASIC INFORMATION

Job Title: Executive Assistant

Status: Permanent, part-time, 20 hours per week

Place of Performance: Sacramento, CA / Telecommute

Travel Requirements: Limited

Direct Reports: None

Start Date: August 02, 2021

THE OPPORTUNITY – About CalPACE

Join a team that is passionately committed to advancing efforts of Programs of All-inclusive Care for the Elderly (PACE) in California. PACE programs coordinate and provide all needed preventive, primary, acute, and long-term care services so older individuals can continue living in the community. As the state association representing PACE in California, CalPACE provides leadership and support for the growth, innovation, quality, and success of the PACE model of care. For more information about CalPACE, please visit www.calpace.org.

POSITION SUMMARY

The Executive Assistant is responsible for providing comprehensive support and coordinating the organization's office operations, including working remotely and in-person with the CalPACE team. This dynamic position requires the ability to anticipate needs, think critically, and offer solutions to problems with a high level of professionalism and confidentiality. In addition, the Executive Assistant serves as the first point of contact for phone and email inquiries, calendars meetings, assists with coordination of face-to-face and virtual meetings, supports membership retention and recruitment efforts, maintains contact lists, coordinates website content updates, prepares electronic and hard copy communication, and other administrative duties as requested.

PRIMARY RESPONSIBILITIES

Provide sophisticated calendar management for Executive Leadership Team (ELT). Prioritize inquiries and requests while troubleshooting conflicts; make judgements and recommendations to ensure smooth day-to-day engagements.

Complete a broad variety of administrative tasks that facilitate the ELT's ability to effectively lead the organization, including: assisting with special projects; designing and producing complex documents, reports, and presentations; collecting and preparing information for meetings with staff and outside parties; and composing and preparing correspondence; maintaining contact lists.

Work closely with ELT to keep them well informed of upcoming commitments and responsibilities, following up appropriately. Act as a "barometer," having a sense for the issues taking place in the environment and keeping the ELT updated. Anticipate ELT's needs in advance of meetings, conferences, etc.

Maintain open communications with all staff and contractors via Zoom, in-person, phone, text, and email.

Work with the ELT to coordinate outreach activities. Follow up on contacts made by the ELT to cultivate ongoing relationships.

Manage all aspects of organization's office services. Evaluate and assist in developing office policies and procedures for improved work flow and anticipate future needs as organization grows. Assist in the selection of vendors and purchase equipment, services, and supplies necessary for operation of organization.

Provide event management support as needed.

Answer main phone line and respond to email inquiries in a timely manner.

Other projects/duties as assigned for the overall benefit of the organization.

QUALIFICATIONS / EXPERIENCE

SUCCESSFUL CANDIDATES WILL POSSESS THE FOLLOWING QUALIFICATIONS:

- Minimum of two years executive support experience or five years administrative experience. Nonprofit experience preferred.
- Expert proficiency with Microsoft Office and desktop publishing software; ability to design and edit graphic presentations and materials.
- Strong verbal and written communication skills.
- Exceptional organizational skills and impeccable attention to detail.
- High degree of professionalism in dealing with diverse groups of people, including Board members, senior executives, staff, and members
- Make appropriate, informed decisions regarding priorities and available time.
- Ability to complete a high volume of tasks and projects with little or no guidance.
- Ability to react with appropriate levels of urgency to situations and events that require quick response or turnaround.
- Able to maintain a high level of integrity and discretion in handling confidential information.
- Excellent judgment is essential.
- Ability to switch gears at a moment's notice.

BENEFITS

This permanent, part-time, 20 hours per week position is an outstanding opportunity for a highly-motivated executive assistant to assume a pivotal role in the evolution of a fast-growing, highly-respected organization. As such, compensation for this role is competitive.

- \$35,000 annual salary
- Health, dental, vision, and life insurance
- Paid Time Off and Paid Holidays
- Flexible scheduling
- Telecommuting opportunity
- 401(k) matching

HOW TO APPLY

CalPACE is a proud equal opportunity employer committed to an inclusive work environment and to building a team that reflects the rich diversity of our community. People of color, people with disabilities, and people of diverse sexual orientations, gender expressions, and identities are encouraged to apply.

To apply, please submit a cover letter and resume to hello@calpace.org by June 18, 2021. Please type "Executive Assistant" and your full name in the email subject title.

All applications will be reviewed promptly and the strongest candidates will be invited to a Zoom interview on June 24-25, 2021.