

## ABODE COMMUNITIES

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### EXECUTIVE ASSISTANT TO THE PRESIDENT AND CEO

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#### **MAJOR JOB RESPONSIBILITIES**

Working under the direction of the President and Chief Executive Officer, the Executive Assistant provides high level administrative support to and manages the functions of the executive office. The Executive Assistant works primarily with the President and CEO, but will also provide support to the Director of Communications and Fund Development. The Executive Assistant works with President and CEO to ensure effective interaction and communication with the Board of Directors, staff and multiple constituency groups and stakeholders.

#### **Specific Duties and Responsibilities**

1. **Coordinate Executive Office Duties:** Provide full administrative support to ensure that the office of the President and CEO operates in an efficient manner. Duties include generating memos, letters and emails, responding to requests for information, preparing reports for senior management, coordinating President's files within context of corporate filing procedures, and word processing and copying as needed.
2. **Liaison with the Board of Directors:** Provide all logistical and document preparation support for meetings of the Board of Directors, Standing and Ad Hoc Committees, affiliated Boards of Directors, and any governance task force or advisory bodies as directed by the President and CEO (and other staff members who support various Board committee meetings). Interface directly with Board members in the coordination of meeting and events. Record and prepare minutes for Board and committee meetings. Prepare, maintain and archive resolutions and other corporate documents.
3. **Coordinate Meeting Schedule:** Maintain President and CEO's calendar and scheduling of meetings. Prepare daily itineraries and, when necessary, executive briefing packages for relevant meetings. Manage preparation and logistics for internal corporate meetings.
4. **Manage Communications:** Process and screen incoming and outgoing mail. Manage and archive E-mail. Handle incoming telephone calls.
5. **Organize Travel:** Make plane, hotel and ground transportation reservations. Prepare detailed travel itineraries. Schedule meetings and arrange logistical support for all out of town travel. Prepare President and CEO's expense reimbursement documents.
6. **Coordinate Internal Corporate Events:** Manage the logistics and planning for internal corporate events including annual staff retreat.
7. **Support Fund Development and Communications:** Provide administrative services to the Director of Communications and Fund Development in activities related to fundraising, marketing, event planning, and external relations.
8. **Other Duties;** Carry out other duties as required to further the mission of Abode Communities in the provision of affordable rental housing.

#### **Experience and Qualifications**

1. **Experience:** Seven or more years of progressively responsible administrative support experience including at least four years of Chief-level executive support required. Corporate board governance experience (preferably in the non-profit sector) desired.
2. **Education:** Bachelor's Degree is required. A course of study in communications or business or public administration with a strong emphasis in English is preferred.

3. **Communication Skills:** Superior interpersonal and verbal communication skills, excellent telephone and customer service skills are essential. A proven ability to interact well with all levels in an organization, Board members, government officials, and community stakeholders. Ability to communicate effectively with people from diverse cultures and backgrounds.
4. **Organizational Skills:** Excellent organizational skills and attention to detail, an ability to prioritize work effectively and adjust to multiple demands, anticipating the needs of a busy executive and organizing the work without constant instruction are required.
5. **Writing Skills:** An ability to compose correspondence and basic reports, knowledge of proper English, grammar and punctuation and the ability to edit documents is required with knowledge of a variety of written styles and formats. Knowledge of parliamentary procedure and recording thereof is essential.
6. **Judgment and Discretion:** Skill in determining matters of importance and information of use to the executive, exercising initiative in accomplishing any related tasks or referring the rest with the ability to give, deny or ask for information in a tactful and friendly manner and to be discrete in giving information about the President's plans and actions to anyone is required. An intuitive ability to recognize and appropriately convey the sensitive nature of any situation and the ability to keep all matters appropriately confidential is necessary.
7. **Computer Skills:** Mastery of Microsoft Office Suite including Outlook, Word, Excel and PowerPoint is required. Proficiency in donor software programs such as GiftWorks to effectively track gifts, create reports, and generate targeted mailings is essential. Knowledge of Adobe Creative Suite and Access is preferred.
8. **General:** The successful candidate will be highly motivated, with the ability to take initiative, exercise discretion and independent judgment, participate as an enthusiastic and effective team member, and take direction and follow tasks through to completion. Professional appearance and demeanor are essential.
9. **Licenses:** Must have and maintain a valid California driver's license and auto insurance at all times and have the availability of an insured vehicle to travel within the organization's service area. Notary public desired and if not, must obtain a notary licenses.

### **Compensation**

The salary is commensurate with experience. Benefits include medical, dental and vision insurance, short-term and long-term disability insurance, voluntary retirement plan, free parking, vacation and sick leave, and a 9/80 work schedule.

### **Application Process**

Please send resume, salary history and cover letter explaining why you are interested in the position to:

Abode Communities  
701 East 3<sup>rd</sup> Street, Suite 400  
Los Angeles, CA 90013-1869  
Attention: Ed Kline, VP, HR and Administration

Or to: [resumes@abodecommunities.org](mailto:resumes@abodecommunities.org)

Or to Fax: 213-225-2743

Abode Communities is an equal opportunity employer. Women, people of color, veterans, and people with disabilities are encouraged to apply.