

LOS ANGELES REGIONAL FOOD BANK JOB AD

TITLE: EXECUTIVE ADMINISTRATIVE ASSISTANT

STATUS: FULL TIME, EXEMPT

LOS ANGELES REGIONAL



Fighting Hunger. Giving Hope.

There's a difference between having a job and making a difference. Los Angeles Regional Food Bank has been making a difference in the lives of the residents of Los Angeles County for over 45 years, distributing the equivalent of more than 1 billion meals across our community. The Food Bank provides food to more than 300,000 people on a monthly basis working with a network of partner agencies and through Food Bank programs. To support the mission of mobilizing resources to fight hunger in our community, the Food Bank partners with food donors, volunteers and financial donors on a year-round basis. The Food Bank is a four-star rated charity by Charity Navigator and received the Platinum Seal of Transparency from GuideStar. For more information, visit lafoodbank.org.

We've also made a difference in the lives of our employees, providing a culture of learning and collaboration and offering a work/life balance supportive of individuals and families.

The Executive Administrative Assistant will support the President/CEO and three other C-level executives. We are looking for a proactive and energetic Executive Assistant who will thrive in our fast paced dynamic environment. The ideal candidate will have strong professional presence with excellent organizational and interpersonal skills, while remaining flexible and easily adaptable to changing priorities. The ideal candidate will also have demonstrated experience interfacing with all levels of internal and external professionals, managing complex calendars and travel arrangements as well as coordinating meetings and events, including materials, agendas and meeting minutes.

Key responsibilities:

Interface with Executives, Assistants and other internal and external professionals; Manage calendar for the President/CEO; Coordinate logistics for meetings and events, including preparation of materials, agendas and meeting minutes; Coordinate travel arrangements including accommodations; Attends committee and internal meetings, prepares and distributes meeting minutes and agendas, compiles and distributes notes of meetings, maintains committee and Board documentation and correspondence files and follows up on detail to maximize efficient operations; Prepares reports, queries, forms, and documents using a variety of software and online platforms for executive-level staff. Proofreads materials for accuracy, completeness ensuring accuracy in formatting and correct English usage; Plans internal events, coordinates with staff and external vendors; Prepares executive administration department budget for President/CEO review, prepares check requests for development and executive-level departments, and researches and reports on monthly variances between actuals and budget; Maintain a working knowledge of the Food Bank mission and programs to promote and support special events and fundraising initiatives; Performs other duties as assigned.

Qualifications

High School diploma or equivalent; completed coursework from an accredited college/university is preferred; minimum five (5) years experience supporting Senior-Level Executives in Administrative Assistant capacity; Ability to interact with all levels in a professional manner; Demonstrated experience managing complex calendars in multiple time zones, coordinating large scale meetings/events and booking complex travel arrangements; Professional interpersonal oral and written communication skills; Strong relationship and networking skills; Excellent organizational skills with careful attention to detail; Ability to prioritize and manage multiple tasks simultaneously; Good analytical and problem solving skills; Proficient in Microsoft Office and Google online management applications; Experience with online supply ordering, travel booking and expense management systems; High degree of integrity with ability to handle sensitive issues with complete confidentiality; Team player and collaborates well with others; Proactive and energetic with a positive attitude; Flexible and easily adaptable to changing priorities; Remain calm under pressure in a fast paced environment.