

# LOS ANGELES REGIONAL FOOD BANK

## JOB AD

Job Title: Executive Assistant  
Job Type: Full time  
Status: Salaried/Exempt  
Location: Los Angeles, California  
Department: Administration  
Reports to: President/CEO & Chief Financial Officer

**Company:** Los Angeles Regional Food Bank is a nonprofit organization that distributes food to over 900 charitable agency sites located throughout Los Angeles County. The Food Bank is one of the largest in the country with an annual budget of \$10 million, a 96,000 square foot facility, and a staff of over 100 employees supplemented by volunteers. We are located just south of Downtown Los Angeles, 10 minutes east of the Staples Center. The mission is to mobilize resources to fight hunger in our community. Join our team as we continue to impact the lives of over 1,000,000 people each year.

### **SUMMARY:**

Under the direction of the Chief Financial Officer, the Executive Assistant performs, coordinates and oversees executive and office administrative support for executive –level staff. Develops and implements improved office and departmental procedures; acts independently in handling office administration, special projects and events; provides administrative support to executive staff.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES**

- Sets up meetings, coordinates visits to facility, prepares travel arrangements, executive calendar, handles mail processing, responds to phone inquiries, and prepares reports and correspondence for President/CEO and other executive-level staff.
- Attends committee and Board meetings, prepares and distributes meeting minutes and agendas, compiles and distributes notes of meetings, maintains committee and Board documentation and correspondence files, sends out thank you notes and follows up on detail to maximize efficient operations.
- Prepares correspondence, reports, forms, and documents for executive staff. Proofreads materials for accuracy, completeness, and compliance with contract/grant language, ensuring accuracy in formatting and correct English usage.
- 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**

- Bachelor's Degree in Business Administration, Non-Profit Management or related field; Five to seven years executive-level secretarial/administrative experience, preferably reporting to/supporting executive management.
- Produce written documents with clearly organized thoughts using proper English sentence construction, punctuation and grammar.
- Exceptional organizational skills; solid knowledge of general office procedures.

- Excellent interpersonal, written and verbal communication skills with customers, co-workers, vendors, executive management members in face-to-face one-on-one settings, in group settings, or via telephone. Ability to work independently with little supervision
- High degree of integrity and willingness to abide by Food Bank Values.
- Proficient with Microsoft Office Suite.
- Ability to maintain cooperative, diplomatic working relationships with co-workers, department managers, and the public; work as part of a team and collaborate with colleagues; and complete projects under tight deadlines even when there are competing requirements and changes in assignments.
- Familiarity with basic accounting principles.
- Professionally mature with the ability to discretely handle confidential information and work independently under general supervision.

We offer a competitive benefits package, including comprehensive medical, dental and vision plans; life insurance; Employee Assistance and long-term disability plans; flexible spending accounts and a 403(b) retirement savings plan. If interested in this position, please apply directly at [jobs@lafoodbank.org](mailto:jobs@lafoodbank.org) with resume, cover letter & Salary Requirements. No phone calls; principals only.

As a part of the Food Bank's pre-employment screening process, all potential employees are subject to a Criminal Background Check. The Los Angeles Regional Food Bank is proud to be an "Equal Opportunity Employer" that encourages minorities, females, veterans and those with disabilities to apply.