



JOB DESCRIPTION

TITLE: Executive Assistant

DEPARTMENT: Administration

REPORTS TO: Chief Executive Officer

TYPE OF POSITION: Full-time, Exempt

MOMS Orange County's (MOMS) mission is to help mothers and their families have healthy babies by providing health coordination, education, and access to community services. The Executive Assistant will support the mission and general operations by providing administrative support to the Executive Team and general office support to other departments. Extensive software skills, strong communication skills, critical thinking and attention to detail are required. To perform this job successfully, the individual must be able to perform each essential duty in a satisfactory manner.

ESSENTIAL DUTIES AND RESPONSIBILITIES (include the following but are not limited to):

- Provides staff support to the Executive Team by preparing and producing reports by directing inquiries to the appropriate departments, planning and coordinating special projects and initiatives, calendaring executive meetings and informing the CEO on the status of current projects.
- Represents the Executive Team by welcoming visitors, coordinating organization functions, answering questions and meeting requests directed by the Executive Team.
- Manages, researches, prioritizes and follows up on incoming issues and concerns addressed to the Executive Team, including those of a sensitive or confidential nature; determines appropriate course of action, referral or response.
- Completes a variety of administrative tasks including: maintaining files, completing expense reports, composing and preparing correspondence and materials that are oftentimes confidential, and managing special projects.
- Plans, coordinates, maintains and ensures the Executive Team schedule.
- Manages general office tasks such as ordering and tracking inventory for related administrative and program supplies and maintain areas needing stocking in neat and orderly manner.
- Performs errands as assigned by Executive Team.
- Develops, in consultation with the Executive Team the schedule, logistics, agendas, reports, and briefing papers for regular meetings, standing committees, ad hoc committees, retreats and other special meetings of the Board of Directors.
- Provides support to board members, as directed by the Executive Team, on matters such as orientation of the board member role, best practices in matters of governance and organizational policies.
- Prepares business documents such as resolutions, legal notices, letters, memoranda, personal acknowledgements and reports containing descriptive, analytical and evaluative content, conclusions and recommendations on behalf of the Executive Team and Board of Directors.

- Develops and implements procedures for preparing, receiving and processing official documents and correspondence in accordance with legal requirements, Board rules and policies, administrative regulations and administrative deadlines.
- Acts as the custodian of records for all official Board of Director business documents; establishes and maintains clerical processes and procedures for the Board of Directors.
- Attends meetings of the Board of Directors and its committees as directed by the Executive Team.
- Ensures that appropriate agreements are in place with each of the organization's business associates. Leads the organization in developing and updating business associate agreements and works with Executive Team to develop and execute compliant business associate agreements.
- Directs the organization's safety programs to protect employees and volunteers against harm and maintains safe working conditions.
- Formulates and suggests work safety standards and enforces procedures. Meets compliance and reporting requirements of federal and/or state regulations.
- Directs activities of the safety committee and may provide safety training.
- Advises Executive Team on problem correction.

QUALIFICATIONS & SKILLS

- A minimum of 5 years' experience supporting executive level positions.
- Bachelor's degree preferred.
- QuickBooks experience preferred.
- Raiser's Edge or donor management software experience preferred.
- Proven ability to proactively anticipate executive needs.
- Advanced proficiency in Microsoft Office suite including high-level competency in PowerPoint, Word and Excel, virtual meetings, and conferencing.
- Ability to navigate web and email at high competency level.
- Self-starter able to independently prioritize and manage multiple projects and deadlines effectively.
- Excellent organizational, verbal and written communication skills are required.
- Critical thinker with attention to detail and ability to seek problem resolution independently.
- Ability to interact with internal and external contacts at all levels with poise and diplomacy.
- Demonstrates a high level of compassion, initiative, autonomy, tact, and judgment.
- Strong interpersonal communication and listening skills, flexibility, openness and commitment to learning.
- Knowledge and experience in information privacy laws, access, release of information and release control technologies.
- Demonstrated organization, facilitation, communication and presentation skills.
- Ability to strongly embrace and personify the mission of MOMS Orange County.

PHYSICAL DEMANDS

The characteristics and demands described herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. While performing the duties of this position, the individual is frequently required to sit, stand, walk, climb stairs, and drive. The employee must be able to lift and/or move up to 20 pounds. The individual could be subjected to outside environmental

conditions. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

TO APPLY

Please submit your resume and salary requirements along with a thoughtful cover letter that describes how your skills and experience meet the qualifications of this position. Email careers@momsorangecounty.org and reference "**Executive Assistant**" in the subject line. Failure to provide the requested information will render your application incomplete and not eligible for consideration.

Every resume is carefully reviewed, but please note that only candidates whose backgrounds most closely fit the requirements of this position will be contacted directly. We are unable to respond to phone inquiries regarding the status of our recruiting process. **NO PHONE CALLS ACCEPTED.**