

<b>Job Title:</b>	<b>Executive Assistant to CPO</b>
<b>Job Category:</b>	Administrative
<b>Primary Location:</b>	Los Angeles 90011
<b>Department:</b>	Administration
<b>Reports To:</b>	Chief Programs Officer
<b>Direct Reports:</b>	No
<b>Seniority Level:</b>	Associate
<b>FLSA Status:</b>	Non-Exempt
<b>Job Type:</b>	Full Time
<b>Travel:</b>	No

## **SUMMARY**

CRCD is celebrating 15 years of serving the community in South Los Angeles. Over the past 3 years, the organization experienced tremendous growth and 2021 has proven the resiliency and unprecedented demand for CRCD's services. As the Executive Assistant to the CPO (Executives), you will play a key role in providing personal administrative day-to-day support and assistance to the executives.

## **ESSENTIAL DUTIES & RESPONSIBILITIES**

1. Arrange and coordinate executive's schedule, appointments, travel arrangements, meetings, conference call meetings, and events
2. Attend to phone calls and emails, prepare & edit correspondences, reports, memos, and letters
3. Screen emails for priority status based on human relation, funder engagement, contract execution, and grant compliance
4. Monitor CPO to do list progress and completion
5. Work with other department heads to obtain appropriate signatures when needed
6. Screen, monitor, respond to and analyze incoming memos, city directives, submissions, and reports to determine their significance and plan their distribution
7. Assist in all possible works in meetings, preparing documents & presentations
8. Record, transcribe and distribute minutes for meetings as needed
9. Greet, receive, and interact with incoming visitors to determine if they should be given access to Executive's
10. Organize CPO expense forms, receipts, and invoices
11. File and retrieve corporate documents, records, reports, and reference materials
12. Support other administrative team members as necessary
13. Complete and coordinate signatures for check requests, purchase orders, credit

card reconciliations, staff requisitions, and other documents  
14. Uphold CRCD's Mission Statement and 5 Year Strategic Plan

## **MINIMUM QUALIFICATIONS**

1. 1-3 years' experience or education. Experience with non-profits and governmental grants a plus.
2. Excellent people skills and professional communication skills: verbal, written, non-verbal with experience collaborating in a multi-disciplinary, diverse, and dynamic team
3. Knowledge of and experience with Microsoft Office (Excel, Word, PowerPoint, Outlook, SharePoint)
4. Self-directed, highly detail-oriented, and capable of working to meet quick turnaround and deadlines independently.
5. Personal qualities of integrity, credibility, and a commitment to Coalition for Responsible Community Development's mission
6. Reliable, flexible team player who works well with minimal supervision, who has a good work ethic, and an ability to set and maintain personal boundaries
7. Demonstrated ability to work on multiple projects simultaneously
8. Reliable transportation: valid driver's license, and car insurance as required by law, as appropriate

## **WORK ENVIRONMENT**

1. On occasion walk or drive to different local sites throughout the day.
2. Regularly required to sit, stand, bend, and occasionally lift or carry up to 35 lbs.
3. Combination of field and office environment.
4. May necessitate working in busy and loud environments.
5. May be exposed to elements like cold, heat, dust, noise, and odor.
6. Work regularly in a community that is exposed to gang activity, substance use, homelessness, and high unemployment rates.
7. This is not a work-from-home position

## **RESPONSIBILITIES COMMON TO ALL AGENCY EMPLOYEES**

1. Encompass a "do whatever it takes approach" to serving our community
2. Always maintain a safe work environment and confidentiality.
3. Be proactive, creative, and flexible in determining, evaluating, researching, and resolving issues.
4. Organize and prioritize multiple activities to meet all external and internal deadlines.
5. Maintain professional demeanor that reflects positively on the agency.
6. Demonstrate respect and courtesy toward others.
7. Able to thrive in a work environment emphasizing teamwork and collaboration.

8. Respond in a timely manner in all aspects of communication.
9. Regular and prompt attendance in the office is required
10. Work with limited to minimum supervision.
11. *Perform other duties as assigned by your supervisor and or executive team.*

## **BENEFITS**

- Dental, Vision, Medical Benefits: CRCD is in the top 10% for excellent employee benefits for non-profit organizations. CRCD offers 80% employee paid and 60% dependent paid medical
- 401K eligibility to participate from day one and up to 3% matching after one year
- Flexible Spending Account (FSA)
- Short-Term & Long-Term Disability, Accident, and Hospital Indemnity
- Whole Life Insurance, College Funding Plans/529 Savings Plan from Principal
- Pet insurance, Legal/ID Theft
- Generous work/life balance
- 13 Paid Holidays

CRCD is a mandatory vaccination employer for COVID-19 and its variants. COVID-19 vaccination is mandatory for employment. As such, all CRCD employees must be fully vaccinated against COVID-19, including new hires. All new hires must provide proof of vaccination on or before their start date; alternatively, new hires may request a medical or religious exemption on or before their start date. If a new hire requires a medical or religious exemption, CRCD will engage in the interactive process with the new hire; a new hire cannot begin working for CRCD until the medical or religious exemption application has been approved. Similarly, if a new hire is not yet vaccinated, CRCD will delay the start date until the new hire can provide proof of vaccination or approval of a medical or religious exemption application.

All candidates are subject to a criminal history check and meet CRCD's criteria regarding criminal history and must pass background check conducted by LA County. CRCD is an Equal Opportunity Employer is an equal opportunity employer to all, regardless of age, ancestry, color, disability (mental and physical), exercising the right to family care and medical leave, gender, gender expression, gender identity, genetic information, marital status, medical condition, military or veteran status, national origin, political affiliation, race, religious creed, sex (includes pregnancy, childbirth, breastfeeding and related medical conditions), and sexual orientation. Please direct requests for Reasonable Accommodations to the interview scheduler at the time the interview is being scheduled. You may direct any additional questions regarding Reasonable Accommodations or Equal Employment Opportunity for this position(s) to the EEO/ADA Coordinator. EEO /ADA Coordinator contact: Stacey Cabling (213) 743-6193.

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