

Job Description

TIME FOR CHANGE FOUNDATION



Executive Administrative Assistant

The Executive Administrative Assistant will provide substantial support to our Executive Director, assisting in daily office needs and managing general administrative activities. The Executive Administrative Assistant should have excellent oral and written communication skills and be able to organize their work using tools, like MS Office as well as understand how to operate office equipment and provide personalized secretarial and administrative support in a well-organized and timely manner. The Executive Administrative Assistant will work on a variety of tasks related to the Time for Change Foundation mission and provide high level administrative support to executive such as taking calls, scheduling meetings, managing executive requests, and other office duties. The Executive Administrative Assistant will also prioritize and manage schedules as well as other duties as assigned by the Executive Director.

Responsibilities

1. Provide administrative assistance, such as writing and editing emails, drafting memos, and preparing communications on the executive's behalf.
2. Maintain comprehensive and accurate corporate records, documents, and reports.
3. Coordinate and contribute to grant tracking and reporting.
4. Organize and schedule meetings, send reminders and materials, ensure supplies (snacks, water, notepads, etc.) and all required assets (meeting packets, videos, etc.) are provided and set up in advance, and organize catering when necessary.
5. Answer incoming phone calls in a polite and professional manner, screen all calls and respond accordingly, and accurately take messages.
6. Welcome visitors and identify the purpose of their visit before directing them to the appropriate department.
7. Manage the executive staff's day-to-day calendar, including making appointments and prioritizing the most sensitive matters. Ensure you remind the Executive Director of upcoming meetings and events and assist with preparation for those occasions.
8. Coordinate travel arrangements (both domestic and international) and create trip itineraries.
9. Use various software, including word processing, spreadsheets, and presentation software to prepare reports and/or special projects.
10. Keep all sign in sheets and logs in binders at TFCF office and communicate/coordinate client and housing updates, provide reports as needed to Executive Director.
11. Support with TFCF communications when needed, e.g. creating marketing materials, sending emails, creating videos, writing blogs/stories, creating videos, posting to social media, etc.

Qualifications

1. Excellent verbal and written communication and documentation skills.
2. Excellent grammar and punctuation skills.
3. Ability to type at least 50 WPM.
4. Ability to work independently with strong sense of focus, task-oriented, nonjudgmental.
5. Self-starter and self-motivated.
6. A strong sense of and respect for confidentiality involving both clients and fellow employees.
7. Experience in Microsoft Office programs such as: Outlook, Word, Excel, PowerPoint, etc.
8. Ability to work in a variety of settings with culturally diverse families and communities with the ability to be culturally sensitive and appropriate.
9. Time management and ability to meet deadlines.
10. Strong organizational skills and ability to multitask.
11. Strong problem-solving and decision-making skills.

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FOUNDATION



12. Ability to act as gatekeeper and escalate relevant information to executives as needed.
13. Skilled in the use of standard office equipment (e.g., copiers, business telephone systems, projectors, fax machines).
14. Ability to work effectively with minimal supervision.
15. Strong interpersonal skills.
16. Ability to treat confidential information with appropriate discretion.
17. Exceptional attention to detail
18. Public Speaking skills a plus

Minimum Education/Experience

1. Two-three years of clerical/administrative experience.
2. High school diploma or GED required.
3. Bachelor's degree in a business-related field (or equivalent experience).
4. Experience with fast-paced environment.
5. Experience working in the nonprofit sector (homeless and formerly incarcerated populations a plus).

Position Type

- Full-time.

Location & Position Type

- San Bernardino, CA
- In-person (no hybrid option available)

Pay

- \$27.50 - \$30.00 an hour based on experience

Benefits

- Vacation Pay
- Sick Pay
- Medical and Dental Insurance
- 401K retirement plan.