

Executive Assistant to CEO

Overview

The Executive Assistant serves as point person and partner for the Chief Executive Officer and holds primary responsibility for all matters including day-to-day administration and effective management of the CEO's time with respect to influence, communications, and fundraising.

This position involves group scheduling and preparation for meetings and events, as well as the highest level of internal and external customer service. The EA serves as the primary administrative liaison to the Board of Directors, donors, foundations, and campus and community partners.

This is a full time, professional position requiring excellent judgement, and organization, as well as administrative savvy and wonderful communication skills. The successful candidate has the ability to sustain integrity and confidentiality, and manages interruptions and changes with a positive attitude. This is a fast paced, mission-driven environment and we are looking for grace under pressure, a strong work ethic and a good sense of humor! The EA needs to work well both independently and collaboratively with a wide variety of people towards a common goal.

Executive Support

The EA maintains a clear understanding of the CEO's short and long term goals in an effort to stay one step ahead of her. You will provide a full range of administrative support including, but not limited to: scheduling and preparing for meetings including presentation materials and food arrangements, expense reports, and composing and preparing correspondence. While wearing the Mission Control hat, you will provide both "gatekeeper" and "gateway" roles to ensure her schedule is followed and respected. (Yes, it's a challenge!) You will work closely with the Director of Development and CEO regarding executive actions with major donor cultivation and stewardship and presentation materials for donor visits.

Board Support and Liaison

You will communicate directly and on behalf of the CEO with Board members and prospective board member. Other board support responsibilities include: calendaring and managing all logistical needs of Annual Board Retreat, Board and Committee meetings and maintain Board and corporation files. Support the board nomination process to include preparation of board manual, form completion and orientation session. You will need to attend the Board meetings approximately 6 per year, take minutes, manage dinner arrangements, set-up, and presentation needs.

Event Management and Staff Communications

Manage all aspects of JCC Annual Meeting & Recognition Event and serve as coordinator with staff committee to plan and execute the Annual All Staff Training Day, Staff Thanksgiving Potluck Lunch, and Staff Holiday Party and other smaller staff events as determined. Prepare and produce bi-monthly staff newsletter and assist in other staff communications for CEO.

Partner with HR Director to coordinate New Employee Orientations scheduling, prepare presentation and participant folders every other month.

Qualifications:

- Strong organizational skills to perform and prioritize multiple tasks with excellent attention to detail and adaptable to changing project needs and deadlines.
- Very strong interpersonal skills and ability to build excellent relationships with board members, donors, staff and external partners.
- Set a positive work place example by working proactively for the good of the Center, maintaining a professional demeanor and an upbeat attitude.
- Emotional maturity and able to maintain the highest level of confidentiality.
- Must have the occasional availability to work nights and weekends.
- Possess superior computer skills, including advanced knowledge of MS Office Suite
- Minimum three years office experience supporting executive management.
Experience with Boards, volunteers, event coordination and fundraising a plus.

Benefits and Salary:

Allowance toward health & dental insurance; paid life & disability insurance; access to employee contributed retirement plan, TSA and flexible benefits plan, 22 paid vacation days per year; 13 paid sick days per year; up to 14 National & Jewish holidays per year; up to 5 emergency leave days; JCC Family membership; discounts on JCC programs & events.

Salary commensurate with skills and experience.

Please forward your resume and cover letter to: Lisa Bookstein at Lbookstein@marinjcc.org

The JCC is an equal opportunity employer and embraces people of all faiths and backgrounds.