



## **Executive Assistant**

### Job Description

Position Title: Executive Assistant  
Department: Executive  
1 FTE/Classification: Full-Time, non-exempt, \$23-26 per hour  
Reports to: Chief Executive Officer  
Location: San Francisco/Statewide  
Effective Date: Dec 15<sup>th</sup>, 2017

**Job Announcement:** The Youth Leadership Institute (YLI) seeks an innovative, and reliable Executive Assistant, key in setting the culture of YLI overall as an organization. Working closely with the Chief Executive Officer, Chief People Officer, and Chief Financial Officer (C-Suite), and Board of Directors the Executive Assistant will have insight into the inner workings of a high functioning organization and have a hand in delivering major initiatives to the team and YLI's community of support. Someone looking to grow their own skillset, learn about nonprofit management, and with strong attention to detail will amplify the work of the organization and creatively find synergy across the organization's work.

### A. Responsibilities

1. Organizational support (.6 FTE)
  - i. Partner with C-Suite to achieve Organization's strategic priorities
  - ii. Join high level meetings to ensure clear notes, next steps, and follow through
  - iii. Manage calendaring and event arrangements for C-Suite roles, organizational all staff meetings, leadership meetings
  - iv. Manage travel and expense reporting for C-Suite roles
  - v. Support and assist the C-Suite in daily tasks
  - vi. Answer main YLI google voice phone line daily
  - vii. Maintain an updated list of professional development opportunities for all staff
  - viii. Develop necessary operational documents, tools, and systems to support efficient and effective office functioning; including management and oversight of supplies, phones and equipment inventory and tracking
  - ix. Maintain an organized google drive filing system of electronic documents
  - x. Serve as day-to-day representative of headquarter office, evaluating situations (e.g. involving staff, students, the public etc.) for the purpose of taking appropriate action and/or directing to appropriate personnel for resolution.
  - xi. Uphold the highest level of confidentiality
2. Board of Directors administration (.2 FTE)
  - i. Assist Board in Annual Board Orientation
  - ii. Update board documents annually, Conflict of Interest Policy, Board of Directors Individual Giving Plan, Roster, tools on Google Drive, Job Description, Calendar invites, website, etc.

- iii. Provide comprehensive logistical support for 5 evening meetings annually and 1 multiday retreat: Book rooms, travel, order food, develop agenda, compile and send board packet, take and maintain minutes, post public meetings
- 3. Development (.2 FTE)
  - i. Oversee Gift Processing and acknowledgement weekly
  - ii. Provide logistical support for up to 10 major events annually

#### B. Desired Traits and Personal Attributes

A unicorn of character, integrity, and passion with a deep appreciation for young people and a commitment to youth voice and social justice, the Executive Assistant will:

- 1. Provide inclusive, respectful leadership as YLI continues to define its role in the communities it serves, and within the field of youth development
- 2. Recognize and create opportunities for mission accomplishment through community centered processes
- 3. Be an innovative thinker and creative generator of ideas, able to develop and implement strategies that inspire others towards achieving goals
- 4. Value social justice as a tool towards community change
- 5. Ability to maintain a flexible schedule to achieve deliverables required

#### C. Minimum Qualifications

- 1. Demonstrated capacity to work with youth and adults from communities of color and low-income communities
- 2. Ability to interface well with board members, staff, and community of support to represent the organization in a highly professional manner
- 3. Experience in project management
- 4. Strong written and verbal communications skills
- 5. Excellent follow-through skills; detail-oriented, organized, professional
- 6. Able to work some evenings and weekends
- 7. Able to work in a fast-paced, multi-faceted environment
- 8. Computer literate in Mac Platform; Microsoft Word and Excel, Google suite tools
- 9. Capacity to be self-motivated
- 10. Commitment to YLI's values of social justice, inclusion, innovation, community
- 11. Bilingual/ Bicultural a plus

#### D. Licenses/Certifications required:

- 1. Current Driver's license, vehicle insurance certificate
- 2. Fingerprinting background check, (done before hiring process is complete)

YLI Youth Alumni who participated and completed programs at YLI are encouraged to apply. The Youth Leadership Institute is an equal opportunity employer and does not discriminate against its employees or applicants based on race, color, religion, national origin, ancestry, age, medical condition, ability, veteran status, marital status, sexual orientation, HIV status or any other impermissible basis. People of color, LGBT persons, and people with disabilities encouraged to apply.

To apply, please email cover letter, resume and writing sample by Dec 8th to:

Jon Marker: [jmarker@yli.org](mailto:jmarker@yli.org)

Subject: Executive Assistant Application: *Your Name*

This job description subject to revision.