

As the **Executive Assistant**, you will provide high-level administrative support to the CEO including taking calls, scheduling meetings, managing projects and executive requests, and other office duties.

What you will do:

- Provide administrative support to the CEO and team.
- Manage calendars, attend meetings, take notes, coordinate emails.
- Prepare articles and graphics for the monthly newsletter.
- Prioritize conflicting needs: handle matters expeditiously and proactively, and follow through on projects to successful completion, often with deadline pressures.
- Prepare presentation materials, perform administrative tasks, and coordinate meetings.
- Assist with client events, e.g. Awards Banquet, Lifehouse Picnic, holiday events and other activities.
- Maintain the Lifehouse website.
- Create and edit documents, and organize and work with the database.
- Support the Development Associate and Office Manager as needed.
- Work on special projects and assist with other duties as required.

Why you should apply:

- You will make a difference.
- You will be part of a great team, and will support those who work towards integration and changing the perception of people with developmental disabilities in the community.
- You will be part of one of the first agencies in Northern CA implementing a Person-Centered Thinking approach to the services we provide.
- You will join a successful nonprofit committed to respect and trust.
- Lifehouse offers competitive pay and outstanding benefits, including medical, employer-funded HRA, dental, vision, Life, LTD, EAP, FSA, retirement plan with employer match, pet insurance, vacation, sick, and holiday pay.

What you will bring:

- At least 3 years' experience supporting executives.
- Proficiency with Microsoft Office and Google Docs.
- Impeccable attention to detail and accuracy.
- Technical savvy, and able to multi-task well.
- Strong time management and organization skills.
- Excellent communication skills.
- Ability to maintain a high level of discretion when handling sensitive and confidential information.
- Flexibility with regards to job responsibilities.
- Extremely strong customer service orientation, and the ability to multi-task.
- Effective interpersonal and organizational skills, especially when it comes to working directly with senior level leaders.
- An energetic, positive, helpful demeanor, and a passion and interest in Lifehouse's mission.

Benefits:

- 401(k)
- 401(k) matching
- Dental insurance
- Flexible schedule
- Flexible spending account
- Health insurance
- Health savings account
- Life insurance
- Paid time off
- Pet insurance
- Referral program
- Retirement plan

Schedule:

Full time in person

COVID-19 considerations:

Lifehouse is taking precautions to prevent the spread of COVID-19. We are actively following all health guidelines, practicing social distancing, working in small teams, hosting virtual training sessions, & offering paid COVID leave to qualifying staff.