



# jeweldlegacy group

## Executive Assistant

**POSITION TITLE:** Executive Assistant

**JOB TYPE:** Full Time; Exempt

**SALARY:** \$70,000.00 – \$75,000.00

**REPORTS TO:** C.E.O.

**LOCATION:** Remote Work Available (TBD)/Oakland, CA

Our growing company, Jeweld Legacy Group (a for-profit company), is looking for an **Executive Assistant**. Jeweld Legacy Group offers extensive consulting services that range from program management and design, evaluation and compliance and human resources and staff support. We work with city and county government agencies, community, and faith-based organizations, grassroots nonprofits, and emerging community leaders in California and across the U.S.

We appreciate you taking the time to review the list of qualifications and to apply for the position. If you do not fill all the qualifications, you may still be considered depending on your level of experience.

**JOB DESCRIPTION:** The Executive Assistant to the CEO is responsible for providing comprehensive support to the CEO and Executive Team and managing the organization's office operations, including working remotely (amount of time to be determined) to support the Jeweld Legacy team. This dynamic position requires the ability to anticipate needs, think critically, and offer solutions to problems with a high level of professionalism and confidentiality. The ideal candidate is rooted in racial equity and social change and has the ability to apply an equity frame to all engagements.

### **Duties and Responsibilities:**

- Provide sophisticated calendar management. . Prioritize inquiries and requests while troubleshooting conflicts; make judgements and recommendations to ensure smooth day-to-day engagements
- Act as a liaison and provide support to the Executive Team. Arrange and handle all logistics for meetings and events: schedule meetings; draft agendas; develop, compile, and distribute presentation materials; and record meeting minutes on behalf of either the CEO or a member of the Executive Team. Adhere to compliance with applicable rules and regulations set forth by the organization
- Complete a broad variety of administrative tasks that facilitate the CEO's ability to effectively lead the organization, including assist with special projects; assist with project management when needed; design and produce complex documents, reports, and presentations; collect and prepare information for meetings with staff and outside parties;



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- compose and prepare correspondence; maintain contact lists; make travel arrangements; and complete expense and mileage reports
- Serve as the primary point of contact for internal and external constituencies on all matters pertaining to the CEO, including those of a highly confidential or critical nature. Prioritize and determine appropriate course of action, referral, or response, exercise judgement to reflect CEO's style and organization policy
  - Work closely with the CEO to keep them well informed of upcoming commitments and responsibilities, following up as appropriate. Act as a "barometer," having a sense for the issues taking place in the work environment and keeping the CEO updated. Anticipate CEO's needs in advance of meetings, conferences, etc.
  - Maintain open communications with the Executive Team, including meeting regularly with the Directors and providing information and documents as needed
  - Coordinate all Executive Team meetings and retreats and assist with staff meetings and events as needed
  - Serve in a "gatekeeper" and "gateway" role to the CEO, providing a bridge for smooth communication between leadership and staff, demonstrating leadership to maintain credibility, trust, and support with the Executive Team. Complete projects and communicate progress with the Jeweld Legacy Team
  - Work with the Executive Team to coordinate the CEO's outreach activities. Follow up on contacts made by the CEO to cultivate ongoing relationships
  - Manage all aspects of the organization's office services. Evaluate and assist in developing office policies and procedures for improved workflow and anticipate future needs as the organization grows. Support the Director of Operations in the selection of vendors and purchase equipment, services, and supplies necessary for operation of the organization
  - Provide leadership to all levels of the organization, including the Executive team, to meet their current and future information needs. Support the Director of Operations with IT consultants. Support with budget recommendations.
  - Replenish office materials such as snacks, printer supplies, paper, office supplies, etc.
  - Provide event management support as requested
  - Provide hospitality to all guests and help to create a welcoming environment
  - Answer telephone calls/emails and respond to inquiries and voicemails
  - Process and distribute daily mail
  - Invest in building long-lasting relationships both externally and internally
  - Manage petty cash reimbursements and reconciliation
  - Execute other projects/duties as assigned for the overall benefit of the organization



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## **Qualifications, Experience & Knowledge:**

- Bachelor's degree required; at least 7 years of prior experience in an EA role preferred
- Strong ability to execute work with a diversity, equity, and inclusion lens
- Significant executive support experience, including supporting C-level executives. Nonprofit board experience is highly preferred
- Expert proficiency with Microsoft Office and desktop publishing software; ability to design and edit graphic presentations and materials
- Technical proficiency and problem-solving skills related to: IT infrastructure; IT support and troubleshooting; and cloud-based environments (web-based applications)
- Strong verbal and written communication skills
- Exceptional organizational skills and impeccable attention to detail
- High degree of professionalism in dealing with diverse groups of people, our constituents include Board members, senior executives, staff, community leaders, donors, and funded partners
- Make appropriate, informed decisions regarding priorities and available time to attend to tasks
- Ability to work autonomously and complete a high volume of tasks and projects with little or no guidance
- Ability to react with appropriate levels of urgency to situations and events that require quick response or turnaround
- Able to maintain a high level of integrity and discretion in handling confidential information
- Excellent judgment is essential
- Ability to be flexible, and resilient and switch gears at a moment's notice.

**If you are interested in this role and meet the qualifications as noted above, please send a detailed cover letter and resume to: [quiana@jeweldlegacy.com](mailto:quiana@jeweldlegacy.com). Please note EA in the subject line of the e-mail. We will not consider applicants that do not submit a cover letter.**

## **NON-DISCRIMINATION POLICY:**

Jeweld Legacy Group does not discriminate in any program, activity, or in employment on the basis of actual or perceived race, religion, color, national origin, ancestry, age, marital status, pregnancy, physical or mental disability, medical condition, genetic information, veteran status, gender, sex, or sexual orientation.