

LA FAMILY HOUSING

POSITION DESCRIPTION

POSITION TITLE: Executive Assistant to CPO	FLSA STATUS: Exempt
DIVISION: Programs	WORK SCHEDULE: Full-Time
LOCATION: North Hollywood, CA	SALARY: \$59,197 - \$64,480

SUMMARY OF THE ORGANIZATION

LA Family Housing is a leader in homeless services and affordable housing development in Los Angeles. We believe that everyone deserves the dignity of a home and are invested in innovative solutions to ensure their long-term stability. With 35 years of experience, we know what works to end homelessness in people's lives: an individualized approach that combines housing options with supportive services. Our commitment to best practice impacts more than 7,300 people each year, and our community-based approach allows us to influence how homelessness is addressed in Los Angeles and nationwide. Our growing portfolio of 26+ properties enables vulnerable groups access to permanent homes, and our services help them overcome their barriers to overall well-being.

We take tremendous pride in the emergence of our staff as national leaders in innovation, best practices, and policy within housing production and homeless services. From presenting at national conferences to facilitating service collaboration among providers in other regions, we equip our industry to effectively respond to homelessness and ultimately move more people home, together. Join the fight to end homelessness and make a difference in people's lives at LA Family Housing!

SUMMARY OF RESPONSIBILITIES

The Executive Assistant provides the agency's Chief Programs Officer (CPO) with direct administrative and project support as it relates to program and operational departments. This position represents the office of the CPO in relationships with staff, agency partners, and the public at large, and is responsible for high-level organization and coordination of all program management-related functions. The Executive Assistant manages a varied, fast-paced, high-volume workload and can work both independently and in teams to meet deadlines and accomplish tasks.

SPECIFIC DUTIES

- Serve as a first point of contact for CPO, and interface with internal colleagues, as well as external constituents, vendors, and others. Use a high degree of judgment to handle correspondence and phone inquiries, speeding response and minimizing CPO engagement, and drafting correspondence for the CPO's signature
- Manage workflow in and out of the CPO's office. Help structure CPO's time to provide focus on the most important and urgent issues. Keep track of the CPO's to-do list, and screen emails and calls to help set priorities and make tentative commitments

LA FAMILY HOUSING

- Travel with CPO to meetings as needed and specifically support SPA 1 LAFH consulting work, taking minutes for regularly scheduled meetings in connection with this work, and assisting with preparation of any materials, scheduling, correspondence, and coordination as needed
- Schedule and coordinate CPO's appointments, meetings (internal/external), and travel. Determine nature of appointments and, as appropriate, develop agendas, plus prepare or obtain necessary background and/or presentation materials. Anticipate CPO's needs for events and travel, and ensure necessary arrangements and details are attended to and itineraries are prepared
- Facilitate preparation of agenda for agency and SPA meetings. Manage distribution of meeting materials. Draft agenda, minutes, and ensure follow-up. Set up the space and technology to ensure smooth meetings
- Anticipate CPO's needs for meetings, events, and travel by maintaining organized systems for tracking upcoming deadlines and activities. Prepare regular "look-aheads" for review with the CPO of upcoming travel and meeting schedule to ensure necessary briefings, presentation materials, and other preparations are in place
- Support the CPO's role with the Board of Directors and the Executive Committee. Coordinate special projects commissioned by the board and the Executive Committee and maintain official records and files. Ensure follow-up, including scheduling and attending meetings with appropriate staff members, completing tasks, engaging outside stakeholders, and providing CPO with updates
- Prepare and submit monthly expense reports for the CPO and for any expenses incurred as Executive Assistant. Review expense reimbursements for CPO's direct reports. Complete timesheets for CPO's office. Work with vendors to ensure timely satisfaction of invoices
- Assist with logistics, contracting, accounting, editing, reporting to funders, and other activities to fulfill organizational objectives.
- Assist with development of presentations
- Additional tasks and responsibilities as assigned by supervisor

ACCOUNTABILITY AND REVIEW

Position Reports To: CPO

Performance Review: Annual

DIRECT REPORTS

Number of employees receiving work direction: Zero (0)

Position titles reporting to position: N/A

MINIMUM QUALIFICATIONS

KNOWLEDGE AND SKILLS

- Proficiency in Microsoft Office Suite, including Outlook, Word, Excel, and PowerPoint. Working

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Page 2 of 4

The above statements are intended to describe the general nature and level of work performed. They are not intended to be an exhaustive list of all responsibilities, duties, and skills required of personnel in this classification.

• Dignity

• Perseverance

• Collaboration

• Leadership

LA FAMILY HOUSING

knowledge of Adobe Acrobat Professional and Raiser's Edge. Proficient in the use of Internet search tools

- Excellent verbal and written communication skills; strong organizational and time-management skills; flexibility, positive attitude, and sense of humor
- High level administrative skills: exceptional attention to detail, strong follow-through, ability to multi-task, prioritize and meet deadlines, good critical thinking and problem-solving skills, demonstration of initiative and resourcefulness
- Ability to exercise sound judgment and decision-making, and to maintain the confidentiality of sensitive information
- Ability to develop and maintain effective working relationships with staff, Board members, donors, volunteers, and members of the general public
- Ability to work in a team environment or independently with a proactive mindset and professional demeanor
- Maintain and execute confidential information according to HIPAA standards
- Obtain and maintain CPR/First Aid Certification
- Ability to pass post-offer Tuberculosis (TB) clearances
- Must have and maintain a valid California driver's license and have insurance in good standing
- Ability to work a 9/80 work schedule

EDUCATION AND EXPERIENCE

- Bachelor's degree required
- Three (3) to five (5) years of experience supporting top-level management in an administrative/clerical manner, preferably with a nonprofit agency. Experience working with large projects preferred

EMPLOYMENT CLASSIFICATION

FLSA STATUS: Exempt

PAYROLL STATUS: Salary

WORK SCHEDULE: Full-Time

PHYSICAL DEMANDS, ENVIRONMENTAL CONDITIONS, EQUIPMENT

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions. Employee may be in contact with individuals and families in crisis who may be ill, using substances and/or not attentive to personal health and safety for themselves. The employee may experience a number of unpleasant sensory demands associated with the client's use of alcohol and drugs, and the lack of personal care. The employee must be ready to respond quickly and effectively to many types of situations, including crisis situations and potentially hostile situations Employee is required to:

LA FAMILY HOUSING

Walk and climb stairs; Handle, finger, grasp and feel objects and equipment; Reach with hands and arms; Communicate, receive and exchange ideas, information by means of the spoken and written word; Be mobile by moving oneself from place to place quickly and easily; Repeat various motions with the wrists, hands and fingers; Be able to have visual activity for (including, but not limited to) administrative and clerical tasks; Drive personal vehicle in and around Los Angeles County and periodically transport clients; Be able to enter various buildings that may require climbing stairs. Be subjected to outside environmental conditions. Use a personal and/or laptop computer, copy, postage and fax machines. Complete all required forms in personal writing.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. If you require an accommodation, please make sure to inform the Human Resources Department by the first week of employment. If an accommodation is not required at the time of employment, but is later required, you must inform the Human Resources Department of the need for accommodation at the time it is needed.

BENEFITS

Health, Dental, Vision, Life, Voluntary Life, 403B Retirement Plan, 529 Education Savings Plan, Long Term Disability, Employee Assistance Program, AFLAC Policies, AFLAC FSAs, Legal Policy, Employee Appreciation Program, Company Sponsored Employee Outings, 9/80 Alternative Work Schedule, Paid Sick, Vacation and 12 Observed Holidays.

EQUAL EMPLOYMENT OPPORTUNITY

LAFH is committed to providing equal employment opportunities for applicants and employees.

FAIR CHANCE INITIATIVE

LAFH is in compliance with the Fair Chance Initiative for hiring and will consider qualified applicants with criminal histories.

HOW TO APPLY

Email your resume and cover letter to HR@lafh.org