

<b>Job Title: Executive Assistant to the CEO &amp; VP</b>	<b>Reports To: CEO with secondary report to VP</b>
<b>Department: Executive Management</b>	

**Position Overview:**

The Executive Assistant (EA) will provide high-quality administrative support to CEO and Vice President for the California Association of Community Managers (CACM), including managing calendars, travel, expenses, projects and tasks. He/she will also provide logistical and administrative support for Board of Director and CEO Committee meetings, such as the Legislative Committee, Industry Partner Council, and Professional Standards Committee, and will assist with the preparation and tracking of correspondence and stewardship mailings as requested. The position requires strong judgment, prioritization skills and the ability to drive tasks/projects to completion under limited supervision and as part of a team.

**Essential Job Duties:**

Administrative support for CEO (60%) and Vice President (40%):

- Support the activities of the CEO Committees.
- Utilize good judgment in the organization and prioritization of CEO's tasks and reports.
- Ensure the CEO is prepared for meetings. Conduct research to gather background information, as necessary, for meetings and work with staff to obtain required information as needed. Allow and plan for time in the CEO's schedule for the CEO to review information in advance of meetings.
- Prepare agendas and take notes/minutes at internal meetings as requested by the CEO or VP.
- Obtain expense receipts, prepare and submit travel and expense reports for the CEO.
- Draft and proofread emails and other correspondence as requested by the CEO.
- Track and prioritize tasks for the CEO, with a focus on most urgent priorities.
- Support other Directors when time permits with special tasks and events.

Board coordination, governance, election and support (20%):

- Support administrative and logistical needs of Board members as they prepare to attend CACM events, functions and Board meetings.
- Support CEO with Board meetings and activities including preparation of Board meetings, reports, taking and keeping Board minutes, preparation for refreshments and lunches, and support Board of Directors in preparation for CACM activities.
- Be the principal resource for Board governance.
- Manage process for the election of Board of Director members.
- Maintain Board Director term chart and leadership development records.
- Working with senior staff, manage and track deadlines for board docket and presentations for Board meetings and reports. Compile and proofread board docket and Board reports.
- Travel within California to events as necessary, typically not to exceed 8 events.
- Conduct other duties and task as requested by the CEO and/or VP.

**Competencies:**

- Excellent writing, editing, and proofreading skills.
- Excellent in-person, phone, and written communication skills.
- Ability to work in a results-oriented, fast-paced team environment, handling details while pursuing overall goals.
- Proven experience juggling multiple deadlines expeditiously, and proactively seeing projects or tasks through to completion.
- Ability to work both independently and as a member of a team.
- Ability to accept and integrate feedback from others.
- Demonstrated ability to handle confidential and sensitive information in a discrete and professional manner.
- Advanced proficiency with Microsoft Word, Excel, Power Point and Outlook required.

**Position Qualifications/Experience:**

- Associate's degree required, equivalent experience will be considered in lieu of education.
- Minimum three years of experience managing calendars, travel, expenses and tasks for busy executive/senior management.

**Physical Requirements:**

- Stand or walk 10% and sit 90% of the time.
- Lift and carry up to 20 lbs. for a distance of 15 feet.
- Visually distinguish between different colors.
- Bend or reach to retrieve documents/materials.
- Work at desk using computer (typing and using mouse) 90% of the time.

APPLICATION GUIDELINES: Interested applicants should submit a cover letter and resume to Tom Freeley at [tfreeley@cacm.org](mailto:tfreeley@cacm.org). Please include salary requirements.

DISCLAIMER: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with qualified disabilities to perform the essential duties/functions.

NOTE: This job description is not intended to be all-inclusive. Employee may perform other related duties, as determined, to meet the ongoing and changing needs of the organization.