

JOB ANNOUNCEMENT

Executive Assistant – Part Time Make-A-Wish Orange County and the Inland Empire®

JOB SUMMARY:

The Part Time Executive Assistant provides administrative support to the CEO and Board of Directors such as managing appointments and development support, among other duties. The position also provides support to other members of the leadership team when needed.

JOB/POSITION RESPONSIBILITIES:

- Acts as Assistant to the CEO, plus provides support for the Board of Directors and leadership team -- including, but not limited to: providing administrative support, scheduling and managing CEO's calendar, preparation of meeting documents, managing files, research and communications, coordinate staff meetings, retreats, recognition, travel, annual Board retreat and dinner.
- Serves as a primary liaison to the Board of Directors including scheduling, communicating, and coordinating Board and Board committee meetings; compiling and editing email communications to the Board on chapter activity; maintaining/updating Board committee assignments, Board orientation materials, tracks Board of Directors' progress on giving and Board report card.
- Supports CEO with donor notes, ensures accurate recording of information in database and files. Manages a variety of donor care responsibilities with CEO and fundraising leadership team.
- Supports CEO with employee recognition, administrative forms: birthdays, anniversaries, Board/ staff list, hiring/on-boarding duties, etc. Support CEO with donor care/stewardship/recognition (Board thank you notes, holiday cards, calendar). Assists CEO on special projects and internal event support as needed.
- Support special Board projects as needed.
- Adhere to all administrative and operational processes in accordance with Chapter standards, policies and practices including the employee handbook, as well as MAWFA Performance Standards and Guidelines
- Advise direct supervisor of matters of importance relating to areas of responsibility
- Performs other duties as assigned.

JOB/POSITION QUALIFICATIONS:

- Maintains a professional presence and rapport at all times in interactions by phone or in person, in the face of rapidly changing circumstances, with Board members, volunteers, donors, wish families, staff, and the community at large.
- Outstanding customer service skills required to ensure our goal to meet and exceed expectations.
- A demonstrated commitment to high professional, ethical standards.
- Ability to work effectively with diverse groups successfully in a fast-paced, collaborative, team-oriented organization is essential as is ability to handle confidential information.

- Positive, self-motivated, creative problem-solving team player who is a detail-oriented, highly organized, caring professional with excellent written, oral, organizational and interpersonal skills.
- Ability to prioritize and manage multiple responsibilities at a time with minimal supervision is essential.
- Must be willing to work evening and weekend hours as needed.
- Adherence to deadlines, strong organizational and time management skills with attention to detail
- Excellent verbal and written communication skills to clearly communicate with all employees, interns, volunteers, donors, the Board of Directors, CEO and other senior executives in a clear, business-like and respectful manner, which focuses on generating a positive, enthusiastic and cooperative work environment.
- Ability to speak, read and write in English.
- Ability to maintain confidentiality
- Requires a passion for and commitment to the work of Make-A-Wish
- Bachelor of Arts or Science Degree required.
- Knowledge of Microsoft Office programs and general office equipment. Raiser's Edge and/or Salesforce experience desired.
- Previous non-profit and executive level administrative support experience desired.
- Must have a valid driver's license and reliable transportation

COMPENSATION/ BENEFITS:

Salary is competitive and based upon qualifications

TO APPLY:

Submit cover letter, resume and salary requirements to:

Stephanie McCormick, President & CEO, Make-A-Wish Orange County and the Inland Empire at smccormick@wishocie.org

Subject Line should read "Administrative Assistant"

No phone calls please.