

Job / Position Title: Executive Assistant
Supervisor: CEO
Status & Classification: Full-Time, Non-Exempt
Office Location: Ventura County



Position Summary

Join a passionate team dedicated to making a difference in children's lives. We're seeking an energetic, detail-oriented Executive Assistant to support our CEO and board. In this role, you'll be the primary contact for internal and external communications related to the CEO's office, assist with Board meetings, manage executive outreach, and oversee special projects. The ideal candidate is organized, has strong communication skills, and can balance multiple priorities with discretion. You'll work independently on projects in a mission-driven, community-focused environment.

Duties and Responsibilities:

- Manages CEO's calendar, appointments, expense reports, and confidential correspondence; arrange travel and prepare related documents.
- Ensures CEO's schedule is respected, and appointments prioritized, support delegation across the team.
- Communicates on behalf of the CEO with Board members, donors, and staff regarding program initiatives.
- Researches and handles sensitive issues directed to the CEO, determining appropriate responses.
- Keeps the CEO informed of upcoming responsibilities, serving as a "barometer" for relevant issues.
- Builds key relationships and manages special projects.

Board Support

- Coordinates board meeting calendar, meeting materials, logistics and activity scheduling.
- Maintains discretion and confidentiality in relationships with all Board members.
- Maintains board contact information and bios for internal and external use.
- Prepares board reports for bi-monthly meetings.

Communications, Partnerships, and Outreach

- Ensures that the CEO's bio is kept updated and responds to requests for materials regarding the CEO and the organization in general.
- Edits and completes first drafts for written communications to external stakeholders.
- Follows up on contacts made by the CEO and supports the cultivation of new relationships and stewardship of existing donors and partners.
- Other duties as assigned.

Knowledge and Abilities

- Excellent organizational skills with the ability to prioritize multiple tasks accurately.
- Strong interpersonal skills; able to build relationships with stakeholders, including staff, Board, partners, and donors.
- Advanced written and verbal communication skills.
- Proactive problem-solving and sound decision-making.
- Mature, adaptable team player with the ability to work independently.
- Discreet handling of confidential information; responsive to customer needs.
- Able to meet high performance goals and deadlines in a fast-paced setting.

- Strategic thinker who actively seeks solutions and improvements.
- Skilled in building and maintaining diverse professional relationships.
- Integrity, empathy, and emotional intelligence with a strong commitment to Make-A-Wish's mission.

Desired Qualifications

- Associate or bachelor's degree required - preferably in nonprofit administration, communications, business, or another relevant field - or relevant work experience strongly desired.
- A minimum of three years of nonprofit or business administrative experience desired.
- Experience supporting C-Level Executives essential.
- Proficient in Microsoft Office Suite (Outlook, Word, Excel, and Power Point), and strong technical skills and digital literacy a must.
- Proficient in Salesforce (or other CRM platform) and data management systems a plus.

Working Conditions

Make-A-Wish Central California and Southern Central Valley is headquartered in Camarillo, California, and serves Ventura, Santa Barbara, San Luis Obispo, Kern, Kings, Tulare, and Inyo counties. This Executive Assistant position offices out of Camarillo and requires the individual to work in an office environment and in a shared office space. The ability to work seated at a desk working on a computer for extended periods of time and to stand, walk, sit, and use office equipment, ability to lift materials up to 25 pounds in and out of a vehicle required. Must have access to a reliable motor vehicle, be willing and able to travel throughout the region and be available to work occasional nights/weekends as needed.

Rewards and Benefits

- Competitive wage - \$60,000 to \$70,000 per year commensurate with experience.
- Comprehensive benefits package including healthcare, dental, vision insurance; life/disability insurance; retirement; paid holidays and vacation time off.

Join Our Team of Inspired People Transforming Lives

We are more than a great place to work - our work is life changing. We are an inclusive and diverse group of people who, through a mosaic of backgrounds, thoughts and experiences are united in purposeful work. We are fueled and guided by our values - values that are represented in the inspired people we work with and the transformational work we do every day.

Make-A-Wish Central Coast and Southern Central Valley respects and ensures equal opportunity, regardless of race, religion, ethnicity, national origin, age, gender identity, sexual orientation, disability, perceived disability, and other legally protected characteristics.

Limitations And Disclaimer

The above job description is meant to describe the general nature and level of work performed; it is not intended as an exhaustive list of all duties, responsibilities and required skills for the position. Employees will be required to follow any other job-related instructions and to perform other duties requested by their supervisor in compliance with Federal and State laws. Requirements are representative of minimum levels of knowledge, skills and/or abilities necessary to perform each duty proficiently. Continued employment remains on an "at-will" basis.

How To Apply

Qualified candidates should submit a cover letter with salary requirements and resume outlining experience to Trish via email at trishmiller@spherion.com

Please place MAWCVS Executive Assistant in subject line. No phone calls please.