



The Campaign for College Opportunity

Full-Time Executive Assistant

Location: Los Angeles

The Organization

The Campaign for College Opportunity is a nonprofit 501(c)(3) organization that is dedicated to ensuring all Californians have an equal opportunity to attend and succeed in college to build a vibrant workforce, economy and democracy. Our mission is focused on substantially increasing the number of students attending two- and four-year colleges in the state and who complete their college education. Every day, the Campaign fights to make public policy changes that will significantly close racial equity gaps and help more California students enter and complete college. The Campaign maintains offices in Los Angeles and Sacramento.

Position Summary

The Executive Assistant for the Campaign for College Opportunity is a high-level administrative position based in our Los Angeles office and provides a wide variety of skilled administrative, operational, and clerical support for the Executive Team and Vice President of Development and Administration. Responsibilities involve exposure to sensitive information and require considerable use of tact, diplomacy, discretion, and judgment.

The ideal candidate will be experienced in handling a wide range of administrative duties, is comfortable working in a fast-paced environment, is exceedingly well organized and flexible, and enjoys the challenges that come with supporting a team of high-profile leaders. This individual must be a proactive problem solver, work with a high level of professionalism, and be able to function effectively in a variety of roles within a dynamic environment under minimum supervision.

This is a full-time position and is temporarily a hybrid remote work/onsite position with two-to-three days per week in the office. The Executive Assistant shall represent and promote the Campaign in a professional and courteous manner while performing the following duties:

Key Responsibilities

- Support the President and Executive Team:
 - Respond to meeting requests, schedule meetings, manage calendars, and book travel arrangements;
 - Organize meeting logistics for both in-person and online meetings (including securing space, ordering refreshments, preparing meeting materials, providing guests with accurate and timely meeting details, etc.);
 - Coordinate logistics for the Executive Team's participation in events and/or speaking engagements and preparing materials to support those events and/or speaking engagements;
 - Draft and disseminate correspondence on behalf of the Executive Team;
 - Update and maintain database of contacts for President and Executive Team;

- Work with our IT Consultant as needed to support the Executive Team's technology needs;
- Track receipts and manage expense reports and personal reimbursements for the Executive Team.
- Liaise with the Board of Directors:
 - Serve as initial point of contact for requests and inquiries from the Board of Directors;
 - Coordinate, attend, and provide administrative support for board and committee meetings;
 - Take Board minutes during meetings;
 - Prepare board materials via Board Effect for meetings;
 - Plan and oversee all logistics of board meetings and dinners;
 - Arrange travel for board members and track reimbursements for board members' out-of-pocket expenses.
- Assist the Vice President of Development and Administration:
 - Schedule meetings with funders for the Executive Team, Vice President of Development and Administration, and Development Manager as needed;
 - Perform mail merges for funder correspondence and issue correspondence on behalf of the President;
 - Administer and track annual sponsorship program, including: developing of sponsor flyer, management of sponsorship tracker, and scheduling outreach to prospective sponsors;
 - Support coordination of logistics for staff retreats, including securing retreat locations, arranging retreat dinners, ordering food and beverages, and managing supplies;
 - Providing support for staff member travel (work with corporate travel agent to book hotels, flights, and car rentals) as needed;
- Office Management:
 - Greet and interact with visitors;
 - Answer and manage incoming calls;
 - Receive, sort, and distribute mail (to include opening and scanning relevant mail pieces and emailing them to the Accounting Manager);
 - Oversee management of our database software, Instil, and assist staff as needed;
 - Manage set up and ensure functionality of audio/visual equipment in conference room;
 - Work with vendors to maintain office equipment as needed;
 - Manage the inventory of office supplies and order additional supplies as needed;
 - Ensure the office is professionally maintained by all team members;
 - Other administrative duties as assigned.

Qualifications:

- Associate's Degree required, Bachelor's Degree preferred;
- 3-5 years of previous executive support experience in an office setting;
- Prior experience with non-profit organizations and/or working in a legislative office environment preferred;
- Strong verbal and written communications;
- Excellent organizational skills and ability to multi-task in a high-stakes, fast-paced environment;
- Excellent attention to detail;

- Demonstrated ability to manage complex tasks and prioritize competing demands in order to meet deadlines and problem solve;
- Proficiency in Microsoft Office Suite (Outlook, Word, Excel, PowerPoint)

Personal Characteristics

- Committed to, and enthusiastic about, the mission of the Campaign for College Opportunity;
- Committed to owning their area of work and rising to meet the demands of the job while bringing innovation to a way of doing business to improve our office and organization;
- Comfortable asking questions and acknowledging when in need of additional support or information to complete tasks;
- Strong work ethic and dependability;
- Able to work independently and take initiative;
- Results oriented;
- An adaptable, flexible problem-solver;
- Team-focused, enjoy working as part of an active group of highly engaged individuals, sharing information readily with co-workers, and listening to and respecting others;
- Able to accept constructive feedback and give constructive feedback so that the organization thrives;
- Able to work some evenings and weekends when needed and be available for minimal travel to attend three board meetings per year and three to four important events;
- A person who presents a high degree of maturity, honesty, trust, sophistication, and integrity and cultivates these qualities in others.

Vaccination Requirement

For the safety and wellbeing of our staff, the Campaign requires all employees to be fully vaccinated with COVID-19 vaccines and boosters as a condition of employment.

Compensation

Annual salary will be commensurate with experience and qualifications in the range of \$65,000 to \$80,000. The full compensation package for this position, which includes salary plus generous benefits of 100% medical/dental/vision premium insurance coverage for you and your dependents, life insurance, a Flexible Spending Account, and a generous 401k match of up to 5%, ranges from \$74,250 to \$102,000. The Campaign provides 3 weeks paid vacation, 13 paid holidays, 8 days paid sick leave, and annual professional development opportunities as approved by your Supervisor.

Selection Process

The Campaign for College Opportunity will accept applications for the position beginning March 1, 2024. Interested parties should forward a cover letter and resume by email with the subject line “Executive Assistant” to recruitment@collegecampaign.org. Solicitation of candidates will continue until a satisfactory pool is achieved. A writing sample and minimum of three professional references will be requested for final candidates.

The Campaign for College Opportunity is an Equal Opportunity Employer and encourages applications from qualified persons of every background. All applicants should visit our website to learn more about the Campaign at www.collegecampaign.org before submitting a cover letter and resume.

No phone calls, please.