



Position:	Executive Assistant
Details:	Part time
Place of Work:	Berkeley
Reports to:	Executive Director
Reporting to position:	N/A
Travel Expectations:	Occasional local and domestic travel

Position Summary:

Manages all phases of the administrative support operations, including a variety of special projects for the office of the Executive Director (ED). Provides administrative support to the ED for the day-to-day operations. Contributes to the planning, development and implementation of projects, performs advanced, diversified, confidential and highly responsible professional administrative duties. Work assignments are complex in nature where considerable judgment, tact, creativity & initiative are required in meeting deadlines, resolving problems, handling calls from VIPs, board members, business associates, partners and employees. Exercises frequent independent judgment, makes administrative decisions (within agreed upon limitations) and takes action on behalf of executive based on knowledge of organization policies, practices, personnel & corporate activities.

Essential Functions:

Uses discretionary initiative and judgment in handling sensitive & confidential details, establishing priorities and resolving problems relating to day-to-day operations & administrative details. Handles confidential business matters and maintains smooth operation of office when the ED is unavailable.

Serves as liaison between internal/external executives, managers, visitors, board members, donors and partners and assist them in researching and fulfilling information requests and/or issues.

Resolves routine and complex inquiries and problems requiring in-depth knowledge of the foundation policies, procedures & projects in progress.

Uses judgment in handling telephone calls & appointment requests for executive;

handles and/or routes to others as appropriate.

Schedules, maintains and modifies calendar of appointments for a variety of offsite board meetings, special event/meeting requests, agendas, travel itineraries (US, international). Coordinates related arrangements.

Assumes major administrative support responsibility and initiative to prepare materials for meetings; attends meetings, drafts correspondence and monitors and follows through on unresolved issues. Prepares & distributes minutes of meetings.

Initiates routine and some non-routine correspondence & memoranda. On an on-going basis handles large amount of correspondence related to acknowledgment of special events, fundraising events, complaints and/or commendations, ensures these letters are in final format and mailed in a timely manner. Handles year-end distributions, holiday cards, and annual reports. Drafts other correspondence for executive's final approval.

Takes initiative to route, answer and prepare all correspondence not requiring executive's attention.

Develops annual calendar with a schedule of weekly, monthly, quarterly meeting with board members, donors and other team members.

Has regular exposure to highly confidential information, a variety of files/data.

Maintains expense reports for administration.

Candidate Qualities for Success:

Communication:	Expresses ideas clearly and constructively (written and spoken, upward and downward, one-on-one and with groups).
Customer Service:	Seeks to understand needs and works to exceed expectations (internal and external).
Initiative:	Looks for opportunities to improve performance; manages time, work, and relationships effectively and efficiently.
Professionalism:	Treats others with respect; abides by the Foundation's values; displays a positive and cooperative attitude; compliance with all policies.
Stewardship:	Identifies efficiencies to reduce redundancy and/or elimination of tasks resulting in savings of cost, resources, and or/time.
Teamwork:	Works proactively and collaboratively with others to streamline work and achieve mutual goals.

Position Qualifications:	
Minimum Education:	2 years Post High School Trade, Business or Professional School. Experience may substitute for minimum education requirement.
Minimum Experience:	5 years of experience in administrative support position at an executive level. Possesses high level of executive/secretarial skills & versatility in use of PCs and related office software.
Preferred Education:	Bachelor's Degree.
Skills/Abilities:	<p>Excellent human relations skills, required.</p> <p>Ability to be resourceful, gather information, problem solving and see opportunities for improvement.</p> <p>Excellent written/verbal communication and organizational skills.</p> <p>Maintain a highly professional work area.</p> <p>Must work well as part of an executive team.</p> <p>Excellent written/organizational skills.</p> <p>Ability to deal with diverse groups of individuals and situations with a high degree of tact and diplomacy.</p> <p>Sensitivity to intercultural relations.</p> <p>Foster/promote a positive image with a highly professional appearance.</p> <p>Excellent telephone skills.</p> <p>Proficient with MS Office Software Suite (Excel, Word and PowerPoint required).</p>
Machines/Equipment:	<p>Audiovisual equipment.</p> <p>Calculator.</p> <p>Fax.</p> <p>Personal Computer.</p> <p>Photocopier.</p>
Working / Environmental Conditions:	<p>Tobacco-free work place.</p> <p>Dog friendly work place.</p>

To apply send cover letter and resume to jobs@seva.org