



Executive Assistant & Office Manager

Reports to: Executive Director & CEO
Location: Los Angeles, California
Status: Full Time – Administrative Exempt

Job Description: The Executive Assistant Office Manager supports the Executive Director & CEO and manages the daily operations in the Los Angeles office and ensures the overall work of Point is supported through teamwork and workflow. Provides administrative support for the Executive Director & CEO, responds to all correspondence, assists with development related activities when required and undertakes other special projects. Serves as a liaison to the Executive Director & CEO and provides all necessary support for board and regent meetings, events and correspondence. He/she provides hands-on management of the day-to-day operations in the Los Angeles office as well as handles facilities management, emergency preparedness and safety functions within Point.

Job Duties:

Major Responsibilities

1. Maintains calendar on computer, noting meetings, appointments, conferences and events of interest, showing times, location and other requirements for appointments for the Executive Director & CEO
2. Maintains the Executive Director & CEO's files as appropriate by subject, date, organization or pending issue, determining the system best for quick recovery Assists with correspondence
3. Screens telephone calls, referring as appropriate to other staff, arranging telephone appointments and setting up conference calls
4. Assists with correspondence
5. Handles travel arrangements and reimbursements for the Executive Director & CEO.
6. Provides administrative support and meeting planning for full staff meetings including meeting notices and information dissemination
7. Prepares Board of Directors and Board of Regents information packets and other logistical arrangements and, as necessary, committee meetings
8. Coordinates food and room arrangements
9. Receives and initiates written and oral communication with board members, including meeting notices, staff reports, agendas and updates on issues and events
10. Responds to board requests and correspondence from Executive Director & CEO, ensuring that their importance to the Foundation is emphasized in each contact
11. Maintains updated contact information lists in Raiser's Edge and outlook
12. Attends Board of Regents meetings
13. Refers all board requests to appropriate staff members
14. Answer Point phone as first contact to the public and distribute messages to appropriate person when required

15. Assist staff member with mailings and other office duties
16. Compile materials such as brochures, folders, etc. for mailing
17. Other duties as assigned

L.A. Office Administration

1. Facilities, Safety and Security
2. Manages and responsible for the Los Angeles Headquarters
3. Manages the Foundation's office space, parking, emergency preparedness and all other issues related to safety and security
4. Oversees remodels and employee relocations as necessary
5. Maintains alarm codes and serves as liaison with security vendor for alarm system.
6. Works with building security and staff on safety issues
7. Makes recommendations as necessary to the Executive Management Team for changes to policies and procedures in these areas
8. Office Equipment: As needed, conducts research for major appliances

Requirements:

- Strong writing skills
- Strong communication, organizational and administrative skills
- Strong computer skills, online secure site skills, and related technological skills
- Excellent level of proficiency with Microsoft Outlook and other desktop office applications such as Word, Excel, PowerPoint, etc.
- Ability to work as part of a team
- Flexibility and diversity in office/administrative demands
- Ability to maintain confidentiality
- Positive, cheerful and professional demeanor
- Willingness to commit to the goals of Point
- Knowledge of the lesbian, gay, bisexual and transgender (LGBT) community and related social issues
- Commitment to the mission of Point

Competencies:

- Integrity
- Customer-focus
- Energy/enthusiasm
- Persuasiveness/assertiveness
- Likeability
- Persistence/tenacity – not giving up
- Team environment and collaboration with other staff members
- Willing to have a “roll up the sleeves” team player attitude
- Setting clear and fair stretch goals
- Positive “can-do” attitude
- Managing time well
- Initiative/exhibiting a strong desire to achieve
- Able to manage multiple deadlines in a fast-paced environment
- Ability to mobilize volunteers in a variety of capacities
- Demonstrated creativity, resourcefulness and flexibility