

## **JOB DESCRIPTION**

**Position:** Executive Coordinator

**Department:** Administration **Status:** Exempt, Full-time

**Pay Rate:** \$68,640K - \$72K (Depending on experience)

**Work Schedule:** Monday through Friday – evenings and weekends as needed.

**Reports to:** Executive Director

### **ORGANIZATIONAL BACKGROUND:**

Proyecto Pastoral was founded in 1986 to empower the community through grassroots projects in education, leadership, and service. Our programs include the Guadalupe Homeless Project (GHP), emergency shelter combined with support services that help men and senior women transition into independent living; IMPACTO, an after school academic enrichment program for K-12 youth and the Aliso-Pico Recreation Center; Early Childhood Education Centers, focused on preparing children 18 months to 4 years old for Kindergarten; Comunidad en Movimiento, focused on civic engagement and leadership development; and Promesa Boyle Heights through which a 14-member collaborative of organizations and schools strive to create an educational cradle to college and career pathway for our youth. Proyecto Pastoral serves over 4,000 children, youth, and families.

### **POSITION SUMMARY:**

To assist Proyecto in its mission, Proyecto seeks an Executive Assistant with team leadership acumen and nonprofit leadership fortitude. Reporting directly to the Executive Director, the Executive Assistant provides high-level administrative and executive support in a one-on-one working relationship. The Executive Assistant also serves as a liaison to the Board of Directors and Executive Leadership teams; organizes and coordinates executive outreach and external relationships efforts, and oversees special projects. The Executive Assistant must be resourceful and enjoy working within a fast-paced environment. The ideal individual will have the ability to exercise good judgment in diversity situations. The Executive Assistant must provide and lead support to internal and external parties with a high level of professionalism and in a manner that reflects positively on the organization.

### **KEY RESPONSIBILITIES:**

- Represent the organization and the Executive Director in a positive light through great follow-through skills and sound judgment.
- Manage sensitive matters with a high level of confidentiality and discretion, especially decisions directly impacting the operations of the company.
- Organize and sustain daily complex calendars and schedules, resolving any scheduling issues.
- Manage the Executive Director's contacts.
- Conserve the Executive Director's time by reading, researching, collecting, and analyzing information as needed, in advance.
- Welcome the Executive Director's guests by greeting them, in person or on the phone, answering or directing inquiries.
- Prepare Word, Excel, PowerPoint presentations, agendas, reports, special projects, and other documents in support of objectives for the organization.
- Arrange travel and accommodations for executives and prepare expense reports.
- Screen incoming telephone calls; take and deliver accurate messages; respond to requests by gathering and providing information and referring non-routine calls to the appropriate staff.

- Draft and prepare correspondence for internal announcements, board meetings, and organizations that the executive is involved with.
- Arrange and schedule board meetings, including committee meetings.
- Prepare agendas and supporting documents for high level meetings, including board meetings.
- Assist, attend and manage presentation and decks at Proyecto's board meetings and record meeting minutes.
- Maintain a broad understanding of Proyecto Pastoral bylaws and the Board's fiduciary responsibilities.
- Carrying out duties specified in the Board's bylaws, policies, and ordinances related to the business of the Board.
- Be responsive to emails/texts/phone calls, with contact outside normal business hours when urgent.
- Document all donor and partner prospect meetings and relevant notes.
- Complete adhoc projects as assigned – such as personal events to ensure the Executive Director's calendar is manageable.

#### **QUALIFICATIONS/REQUIREMENTS:**

- Bachelor's degree required.
- 5+ years of related experience required in working in an executive assistant role supporting C-level executives, preferably in a nonprofit organization
- Advanced proficiency in Microsoft Office (Outlook, Word, Excel, and PowerPoint).
- Ability to communicate effectively and professionally. Spanish-speaking preferred.
- Strong written and verbal communications.
- Strong administrative and organizational skills and the ability to maintain a realistic balance among multiple priorities.
- Flexible hours as dictated by the needs of business for projects and meetings. Must be available from time to time to attend events with the ED after hours and on weekends.

#### **PREFERRED ATRIBUTES:**

- Strong passion for the mission of Proyecto Pastoral and an ability to communicate our mission and impact.
- Business sense – has a strong business sense and can decipher priorities and make sound judgment calls when needed.
- Commitment to excellence – perform duties at the highest level possible on a consistent basis.
- Excellent communicator able to interact with people of all levels in a confident, professional manner.
- Demonstrate ability and temperament to work with sensitive information.
- Team player – have team-oriented experience and approach.
- Service focus – dedicated to meeting the expectations of the Executive Director and other senior executives by maintaining effective relationships with interested parties.
- Ability to think outside of the box with a sense of urgency.
- Excellent communication and time management skills; proven ability to meet deadlines.
- Ability to function well in a high-paced environment; performs additional duties as assigned by executives.
- ***Other duties may also be assigned.***

#### **ADDITIONAL QUALIFICATIONS:**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. *Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

**Language Skills:**

**Bilingual in Spanish preferred but not required.**

Read and interpret general business periodicals, professional journals, technical procedures, or governmental regulations. Write reports, business correspondence, and procedure manuals. Effectively present information and respond to questions from groups of managers, clients, board members, families, and the general public.

**Mathematical skills:**

Ability to calculate figures and amounts such as annual budget needs, discounts, interest, and commissions.

**Reasoning Ability:**

Solve problems with a variety of concrete variables and limited standardization. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

**Physical Demands:**

Must be able to stand, sit, bend, and walk for 8 - 10 hours per day. Must be able to lift 25 lbs easily. Must be able to drive a personal vehicle in order to run errands and attend events as needed. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**Benefits:** Excellent benefits package, which includes: health, dental, vision, vacation, sick days, holidays, and 401k plan (if eligible).

**HOW TO APPLY:**

**Interested applicants should send a cover and resume to [hr@proyectopastoral.org](mailto:hr@proyectopastoral.org). Only emailed applications will be accepted. Please indicate "Executive Assistant" in the subject line of the email.** Consultants should not apply.

For questions, please visit our website at [www.proyectopastoral.org](http://www.proyectopastoral.org).

*Proyecto Pastoral is an equal opportunity employer and does not discriminate on the basis of race, color, national origin, religion or creed, gender, gender identity, sexual orientation, marital status, age, veteran status, disability, or any other legally protected status recognized by federal, state, or local.*