



POSITION ANNOUNCEMENT:

Administrative Assistant to the Executive Office

Reports to: Executive Assistant to the CEO

Department: Executive Office

Location: Los Angeles, CA

Posted: July 10, 2024

THE OPPORTUNITY

The California Wellness Foundation is seeking a high-level Administrative Assistant to support the Executive Office. The Administrative Assistant will be a resource for the team, a skillful project manager, and an important ambassador for the organization. The Administrative Assistant will proactively take on any administrative or project-related tasks to enable the CEO and other Executive Office team members to focus on department- and organization-wide priorities and continue serving California communities.

The Executive Office is comprised of the CEO, Executive Assistant to the CEO, Board Liaison, and Director of Learning & Innovation. The Administrative Assistant will report to the Executive Assistant to the CEO. The CEO, Executive Assistant to the CEO, and Director of Learning & Innovation are based in our Oakland office. The Board Liaison is based in our Los Angeles office. This position will be based in Los Angeles and will be the primary person to provide in-person support to the CEO when he is in Los Angeles.

We're looking for someone who will thrive in a fast-paced, dynamic environment while maintaining a high attention to detail. The ideal candidate will be a skilled administrative professional who is proactive, adaptable, and a strong communicator.

KEY RESPONSIBILITIES

CEO Administrative Support

- Maintain CEO's calendar, schedule meetings, prepare meeting materials, and coordinate related arrangements to keep the CEO on track, on time and informed.
- Manage logistics for CEO's travel, making reservations and coordinating any related needs.
- Process and manage workflows and correspondence related to the CEO's discretionary grantmaking.
- Track and manage approvals required of the CEO in various systems.
- Develop and/or review, format, and proofread correspondence, presentation materials, and other documents to ensure accuracy and completeness.
- Ensure timely and accurate record keeping of correspondence, contacts, and electronic file storage.

Executive Office Support

- Support the Board Liaison with administrative activities related to Board Members and preparing for Board meetings including travel coordination, meeting scheduling, electronic record keeping, and onsite support during Board meetings and events.

- Support the Director of Learning & Innovation with administrative activities related to organization-wide learning and strategic planning including meeting coordination, agenda preparation, and notetaking.
- Event planning and execution of internal and external staff events and business meetings led by the Executive Office and the Board of Directors (e.g. team meetings and retreats, small receptions, business meals) including providing on-site, day-of logistics support, meeting room setup and breakdown, preparing meeting materials, and ordering catering.
- Process extensive expense reports for the department, including for the CEO, Board members, and Director of Learning & Innovation, ensuring timely submission of materials through Concur.
- Support colleagues as assigned with calendaring, travel arrangements, and expense reporting.
- Support the design, implementation, and maintenance of efficient processes to manage administrative work within the department.
- Manage meeting materials and documentation, including agenda planning, note taking, synthesizing outcomes, and distribution of advanced materials as well as follow-up on action items in partnership with Executive Assistant to the CEO.
- Assist in coordinating internal communications on behalf of the Executive Office including collaborating with other departments and utilizing our intranet site.

Cross-Departmental Activities

- Work closely with administrative staff across the foundation on meeting coordination and logistics.
- Support departmental purchasing, contracting, and provision of honoraria in compliance with organizational policies and procedures, coordinating with project leads in the department as well as Operations and Finance.
- Partner with Operations to maintain an effective, cohesive, and organized work environment in the Executive Office areas and CEO offices in Los Angeles and Oakland.
- Provide ad hoc admin and/or project support to colleagues as necessary including acting as a backup to Executive Office and administrative staff.
- Develop a comprehensive knowledge of operational practices, policies, and procedures.
- Participate in cross-departmental workgroups, planning and activities as needed.

CANDIDATE PROFILE

This position requires deep proficiency in a broad range of administrative and operational activities. The ideal candidate has superb interpersonal skills, consistent reliability, a positive attitude, the ability to anticipate needs as well as adapt and respond thoughtfully to emerging issues, and the ability to work quickly and effectively in a dynamic environment.

The position requires clear, effective communications skills; a high level of discretion, critical thinking, and judgement in handling sensitive and confidential information; and advanced organizational and prioritization skills necessary for multitasking and supporting a dynamic Executive Office Team and by extension the Management Team and Board of Directors.

REQUIREMENTS, QUALIFICATIONS AND RELEVANT EXPERIENCE

- Demonstrated experience in a position with administrative responsibilities requiring high attention to detail.
- Previous experience in the philanthropic and/or nonprofit sector is highly desired.
- Excellent oral and written communication skills.
- Strong interpersonal skills with the ability to interact with a diverse population including CEOs, Board members, community leaders, and staff across the organization.

- Strong organizational skills with high attention to detail and accuracy.
- Ability to expertly handle complex calendaring across internal and external parties.
- Strong technology skills and proficiency with MS Office, including Outlook, Excel, Word and PowerPoint, with ability to create high-level presentations.
- Ability to proactively problem solve, identify, and implement effective solutions, even when there is a lack of clear process or standards.
- Good judgement in balancing independent work with the need to seek guidance and ensure alignment on top priority initiatives.
- Comfortable working in a fast-paced and rapidly changing work environment, adjusting to evolving needs of the organization.
- Ability to anticipate needs and make independent decisions when necessary.
- Ability to work both independently and collaboratively within a team.
- Ability to multitask, prioritize and follow through to effectively manage workflow.
- Ability to plan ahead and work within deadlines.
- Strong time management skills, effectively managing one's own time and the time of others.
- Ability to use discretion and maintain confidentiality when handling sensitive materials and issues.
- Experience with or knowledge of project management systems (e.g. Asana), expense management software (e.g. Concur), cloud based CRMs (e.g. Salesforce, NetSuite) is a plus.
- Ability to learn new software quickly.

CORE COMPETENCIES

The ideal candidate will embody Cal Wellness' core competencies:

- Commitment to Justice, Equity, Diversity & Inclusion
- Communication
- Innovation
- Leadership
- Teamwork and Collaboration

THE CALIFORNIA WELLNESS FOUNDATION

The California Wellness Foundation (Cal Wellness) is a private, independent foundation established in 1992 with a mission to protect and improve the health and wellness of the people of California. As one of the largest health-focused foundations in California, with over \$1 billion in assets, Cal Wellness is a nationally recognized leader for its strategic core operating support for grantees; public policy grantmaking; and a focus on violence as a public health issue. It is Cal Wellness' desire to promote equity and level the playing field so that everyone has access to good-paying jobs; healthy and safe neighborhoods; and quality health care services.

The foundation's current Advancing Wellness grantmaking strategy includes [four interrelated portfolios](#). Since its founding, Cal Wellness has awarded nearly 12,400 grants totaling more than \$1.3 billion. In addition to its grantmaking, the foundation has committed to using its voice, influence, and endowment dollars to advance its mission.

Cal Wellness has a diverse staff of approximately 45 located in its Los Angeles and Oakland offices and a diverse 13-member Board located throughout the state of California. The foundation's work underscores a belief that wellness requires social justice, a deep commitment to diversity, equity, and inclusion (DEI), and sustained efforts to eliminate systemic barriers that prevent access to health care, education, employment, and safety.

Please visit <http://www.calwellness.org> for more information.

LOCATION & TRAVEL

This position is based at our Los Angeles office. Cal Wellness operates with a hybrid work model that includes both in-office and remote work. In-office attendance will typically be required Tuesdays and Wednesdays. Travel is estimated at up to 10% to engage with the team and have a periodic presence at our Oakland office and to attend meetings and convenings across the State.

COMPENSATION & BENEFITS

The target starting salary for the newly hired Administrative Assistant is \$87,500 per year (non-exempt, \$42.07/hour). The full salary grade for the role is \$85,000 to \$97,900 per year.

Highlights from our benefit package include: a variety of medical, dental and vision plans, a generous 401(k) retirement savings plan with a 16% employer contribution, flexible paid time off, tuition reimbursement, professional development opportunities, 3:1 matching gifts, and the opportunity to work at a mission and values driven organization.

TO APPLY

Please apply [here](#) and upload a cover letter and resume as soon as possible! The deadline to apply is Friday, August 9, 2024.

Resume review begins immediately, and candidates will be considered on a rolling basis. Those selected for advancement will be asked to participate in several rounds of interviews (virtual and in-person), complete a writing assignment, and provide a list of professional references. If you require a reasonable accommodation to participate in our application process, please let us know.

The California Wellness Foundation is an equal opportunity employer and welcomes a diverse candidate pool. Additionally, we are a fair chance employer and welcome candidates with lived experience with the criminal justice system.

The above job description is intended to describe the general nature and level of work performed and is not intended to limit the scope of potential work assignments. This is only a summary of the typical functions of the job and duties may differ from those as outlined above.