

**LA's BEST Afterschool Enrichment Program
EXECUTIVE ASSISTANT
(Job Posting - 12/4/2023)**

About LA's BEST

Established 35 years ago, LA's BEST is a safe and engaging afterschool enrichment program for elementary school students in neighborhoods with the highest needs, yet fewest resources. Beyond academics, our programming nurtures social and emotional connections with trained and caring adults. LA's BEST prepares and inspires staff to empower children to create lives full of choices and supports working families across Los Angeles.

LA's BEST is a unique partnership between the private and public sectors providing afterschool enrichment. Los Angeles Unified School District (LAUSD) operates the program. Advocating for public, government allocations and fundraising from the private sector comprise the nonprofit entity. These branches collaborate to maintain, expand and enhance equitable programming that benefits staff, children and working families living across Los Angeles.

Job Overview and Responsibilities

Reporting to the President & Chief Executive Officer (CEO), the Executive Assistant will provide administrative support to the President & CEO. The Executive Assistant plays a crucial role in facilitating the President & CEO's ability to effectively lead the organization. Core responsibilities may include:

- Drafting and preparing correspondence .
- Managing the President & CEO's contacts.
- Preparing and managing presentations and decks for varied subject matter.
- Assisting in coordinating the agenda of senior management and/or staff meetings.
- Taking meeting notes to designate and follow up on assigned actions.
- Establishing proactive systems to keep the President & CEO well-informed of upcoming commitments and responsibilities, following up appropriately. Act as a "barometer," having a sense of the issues taking place in the work environment and keeping the CEO updated accordingly. Anticipate the President & CEO's needs in advance of meetings, conferences, etc.
- **Calendar management:** Managing meeting-heavy calendar to include scheduling and coordinating calls and meetings with both internal and external stakeholders.
 - Schedule and RSVP to events and meetings.
 - Understand meeting objectives and prioritize frequently changing business needs and key stakeholder demands. Provide updates to any changes in meeting participation prior to start time and determine with the President & CEO if that changes the scope of meeting or requires rescheduling.
 - Orchestrate successful meeting arrangements to include room arrangement and tech set up (conference dial-in numbers, video conference, laptop/presentation set up, printed materials etc.) and confirm all connections are in place prior to meeting start time, ensuring alternate plans exist in the event of technical glitches.

- Make travel and accommodations arrangements and prepare travel itineraries. Monitor all travel details (flight updates) and send real-time updates as necessary.
 - Prepare, follow up, send reminders, and track meeting confirmations with participants.
 - Produce and/or assist with City Hall office celebrations.
- Processing expense reports and reimbursement requests.
- Managing all President & CEO's memberships and subscriptions including renewals and payments.
- Answering, screening, and transferring inbound calls.
- Assisting with coordination of special events.
- Collaborating with other nonprofit staff on key initiatives or special projects as assigned.

Core Competencies

- Proactive and flexible in a changing and fast-paced environment while maintaining accuracy and efficiency.
- Strong organizational skills with the ability to manage time to effectively prioritize concurrent projects with grace and meet deadlines.
- Ability to communicate clearly, warmly and professionally while representing LA's BEST (in-person and written) with diverse stakeholders and audiences.
- Eager to continue learning and developing within the role; excited to take on new challenges with support and outlined deliverables.
- Culturally responsive and committed to diversity, equity, and inclusion.
- Adept at using technology and working remotely with colleagues to facilitate daily work.
- Committed to the mission, vision and values of LA's BEST.
- Strong attention to detail and ability to work as a reliable, independent team member with minimal supervision.
- Ability to handle confidential information with discretion.

Qualifications and Experience Requirements

- Bachelor's degree or equivalent experience providing executive-level support is preferred; a minimum of 3 years of work experience is required.
- Familiarity with communities served by LA's BEST.
- Proficient with Microsoft Office Suite & Google workspace applications.
- Administrative and/or calendar management experience is preferred.

Compensation

\$70,000 - \$78,000; commensurate with experience.

Work Location

Currently, there is a hybrid work environment with two days per week required at the office in downtown Los Angeles. Occasional evening and weekend work may be required throughout the

year. Candidates must also be able to travel to school sites and meetings/events within LA County on a semi-regular basis and have access to reliable and timely transportation.

Company Benefits

LA's BEST provides Employer paid medical, dental, & vision insurance for employees, life insurance, short-term and long-term disability coverage, 401(k) retirement plan with a 4% match after one year of continuous employment, flexible time off, cell phone stipend, paid parking, and other benefits.

Equal Opportunity

LA's BEST is an equal opportunity employer (EOE). Qualified applicants are considered for employment without regard to age, race, religion, gender, sexual orientation, national origin, and disability or veteran status. If you need assistance or an accommodation during the application process because of a disability, it is available upon request (LA's BEST is pleased to provide such assistance, and no applicant will be penalized as a result of such a request).

How to Apply

Please submit a resume and cover letter to hiring@lasbest.org with "Executive Assistant" in the subject line. Applications will be accepted on a rolling basis until this position is filled.