

**POSITION:** Executive Assistant  
**REPORTS TO:** Executive Director  
**STATUS:** Non-Exempt, Full-Time  
**COMPENSATION:** DOE \$16-18 per hour  
**BENEFITS:** Medical, Dental, Vision, Life Insurance, FSA; Employee Assistance Program; and 401(k) retirement plan; Paid Holidays, Sick, and Vacation  
**LOCATION:** Sacramento, CA

**JOB SUMMARY:**

The Center is on a rapid growth trajectory and we are looking for an exceptionally detail oriented Executive Assistant to provide administrative support for the Executive Director and senior executives. This position serves as a primary point of contact for external constituencies and as a liaison to the Board of Directors and leadership team. Primary responsibilities include scheduling, screening and drafting correspondence, general administrative and development support, meeting preparation, travel arrangements, record keeping, synthesizing information, and meeting minutes notation. The Executive Assistant must be able to work independently, under pressure, and with absolute confidentiality and discretion. Some evenings and weekends are required. This is a new position in the agency.

**EXECUTIVE AND ADMINISTRATIVE SUPPORT:**

- 1) Maintain the Executive Director and senior executive calendars, schedule all appointments, and ensure schedules are followed and respected.
- 2) Prepare daily oral and written briefs and make recommendations for the day/week's priorities.
- 3) Screen requests for speaking engagements and event participation.
- 4) Screen and maintain a log of phone calls, correspondence, and visitors to conserve executive time
- 5) Prepare draft responses and furnish information in a professional manner.
- 6) Arrange travel for staff and board members.
- 7) Track expenses, draft expense requests, and complete credit card reports.
- 8) Update and manage contact information for stakeholders, funders, board members, elected officials, news media, and personal contacts.
- 9) Draft internal and external correspondence.
- 10) Prepare and organize key documents for signature, comments, decision, or action.
- 11) Work closely with the Executive Director to anticipate their needs, plan for the near-term, conserve executive's time and align work-flow to ensure thorough and timely preparation.
- 12) Develop and maintain extensive filing system for correspondence, business matters, and related data according to relevant document retention policies
- 13) Develop and maintain project tracking systems.
- 14) Assist in maintaining compliance with agency policies and procedures.
- 15) Communicate internally and via email on behalf of the Executive Director
- 16) Represent Executive Director by attending meetings in his/her absence.

**BOARD/SENIOR MANAGEMENT SUPPORT:**

- 1) Provide support to the Board of Directors, at the direction of the Executive Director.
- 2) Assist with board and donor meeting planning including preparation of proposals and reports.



- 3) Provide support for internal and external meetings including scheduling, duplication of materials, setting up space, arranging food and beverage, and taking notes.
- 4) Research and synthesize media coverage, complex policy reports, program models, and other written or verbal information into a written summary or talking points.
- 5) Respond to public requests for information regarding the agency at the direction of the Executive Director.
- 6) Serve as the crisis control manager, maintaining communication, and executing emergency plans in the absence of the Executive Director.

#### **DEVELOPMENT AND FINANCE SUPPORT**

- 1) Conduct donor and grant research.
- 2) Assist in drafting and submitting foundation letters of intent, proposals, and reports.
- 3) Track, enter, and maintain relevant donor information in the donor database.
- 4) Assist in setting up donor meetings and events.
- 5) Assist in the cultivation, management, and recognition of volunteers.
- 6) Assist in preparation of financial reports.

#### **RELATIONSHIP MANAGEMENT:**

- 1) Assist in maintaining communication and relationships with LGBTQ organizations and leaders throughout the Sacramento Region.
- 2) Assist in maintaining communication and relationships with stakeholders, allied service providers, elected official, and community partners.
- 3) Assist in maintaining communication and relationships with national networks.
- 4) Assist in stewardship of board members and donors.
- 5) Maintain strict confidentiality in relationships with all Board Members, staff, stakeholders, media, and donors.

#### **REQUIREMENTS, QUALIFICATIONS, AND EXPERIENCE:**

- 1) Passion for the Center's mission and work to create a region where LGBTQ people thrive and a commitment to long-term sustainability of the organization.
- 2) BA and a minimum of 3 years administrative support experience are required, preferably in a nonprofit setting; 5 years of related experience may be substituted for formal education.
- 3) Excellent interpersonal, verbal, and written communication skills, with the ability to communicate in a tactfully assertive manner; superior spelling, grammar, AP style copy editing skills are required.
- 4) Strong critical thinking skills with a proven attention to detail, organization, and timely independent decision making.
- 5) Ability to synthesize information and manage competing priorities and constituencies.
- 6) Strong political acumen and ability to handle agency information and correspondence with strict confidentiality and discretion.
- 7) Sound judgement to prioritize tasks and limit distractions.
- 8) Experience planning and organizing events.
- 9) Hustle and Attitude - Ten steps ahead of the Executive Director, anticipating every move in order to help conserve time and drive efficiency.
- 10) Dedication to making the impossible, possible. Willing to do whatever it takes to get the job done with a consistently positive outlook and attitude.
- 11) A creative problem-solver, excellent ability to troubleshoot.



- 12) Proactive and self-motivated under tight deadlines, with the ability to take direction and function under high pressure.
- 13) Helpful demeanor, focused on customer service, and a proven ability to establish solid connections and build successful relationships that support the mission.
- 14) Regular, consistent and punctual attendance. Must be able to work occasional nights and weekends with a variable schedule and occasional short-trip travel.
- 15) Values confidentiality, tact in the workplace and proper social media etiquette.
- 16) Advanced proficiency in Microsoft Office including Outlook, Word, Excel, and PowerPoint are required; must also be able to type 40-50 WPM and a working knowledge of Slack and other communication platforms.
- 17) Experience working with QuickBooks, WordPress, Adobe Creative Suite, Raiser's Edge, MailChimp, and social media platforms are a plus.
- 18) Access to reliable automobile transportation with a valid driver's license and proof of insurance is required. This position will be required to run errands, pick-up and deliver staff and materials on occasion throughout the Sacramento region.
- 19) Results of criminal history background check must be satisfactory and employee must be legally permitted to work in the United States. Offer of employment may be contingent upon both.
- 20) The person in this position may be required to sit or stand for extended periods, move objects up to 25 pounds, ascend/descend stairs, operate office equipment, open and close filing cabinets and boxes, observe visitors, and communicate messages and tone by telephone.
- 21) Experience working with the LGBTQ+ community and familiarity with issues of particular relevance to LGBTQ+ people including a demonstrated ability to work effectively with people of diverse races, ethnicities, nationalities, sexual orientations, gender identities, socio-economic backgrounds, religions, ages, English-speaking abilities, immigration status, and physical abilities in an intersectional environment.
- 22) Proficiency in English is required; ability to speak/read/write/translate in languages other than English is a plus.

This job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee. Duties, responsibilities and activities may change, or new ones may be assigned at any time with or without notice.

#### **ABOUT THE ORGANIZATION:**

The Sacramento LGBT Community Center works to create a region where LGBTQ people thrive. We support the health and wellness of the most marginalized, advocate for equality and justice, and work to build a culturally rich LGBTQ+ community.

#### **EQUAL OPPORTUNITY:**

The Sacramento LGBT Community Center is proud to be an equal opportunity employer. People of color, women, persons with disabilities, and persons who are lesbian, gay, bisexual, transgender, non-binary, or intersex are encouraged to apply. The Center maintains a policy of non-discrimination with respect to employees and applicants for employment. No aspect of employment will be influenced in any matter by race, color, religion, sex, age, national origin, marital status, ethnicity, religion, sexual orientation, gender identity and/or expression, physical disability (including HIV or AIDS), medical/mental condition, perceived physical disability or veteran status, or any other basis prohibited by statute.



**TO APPLY:**

Email a cover letter and resume as attachments to [jobs@saccenter.org](mailto:jobs@saccenter.org) with the position title in the subject line; or submit a cover letter indicating the position you are applying for and application/resume to 1927 L Street, Sacramento, CA 95811. For more information visit [saccenter.org/careers](http://saccenter.org/careers). No phone calls please.

