



**Job title: Executive Assistant**

**Work Location: 2303 Miramar Street, Los Angeles, CA 90057**

**Division/Department: Administration**

**Reports to: Executive Director**

**Salary \$62,400-\$72,800**

**Full-time**  
 **Part-time**

**Exempt**  
 **Nonexempt**

**Purpose:** The mission of St. Vincent Meals on Wheels (SVMOW) is to prepare and deliver nutritious meals to homebound seniors and other vulnerable residents across Los Angeles regardless of age, illness, disability, race, religion, or ability to pay. The program operates Monday-Friday and Holidays. SVMOW adheres to the following Vincentian core values: Respect, Compassionate Service, Simplicity, Advocacy for the Poor, and Inventiveness to Infinity. The Executive Assistant will play an integral role in the support and execution of the day-to-day functions for the CEO. The position supports the CEO/Executive Director in maintaining smooth operations of the two ministries (SVMOW and Hotel Dieu) and requires a forward thinking, pro-active approach. The position requires attention to detail, professional communications, good relationships with both internal and external stakeholders and being an exemplary role model of the values that guide our work efforts.

**Core responsibilities for the position include, but are not limited to, the following:**

- Contribute to SVMOW’s success by providing administrative support of a highly complex and responsible nature to the CEO.
- Ensure that daily and ongoing executive and administrative support is accomplished in a way that supports SVMOW’s mission, values, and organizational goals.
- Provides key support to the CEO/Executive Director with regards to the coordination of all Board of Directors meetings (for both SVMOW and Hotel Dieu) inclusive of:
  - scheduling of meetings
  - maintenance of the Board Rosters
  - drafting the Board meetings agendas
  - communications with Board members
  - the taking of minutes in all board meetings
  - obtaining signatures on minutes and resolutions as needed
  - drafting necessary board resolutions
  - coordinating the submissions of all required documentation to Ministry Services of the Daughters of Charity
- Organizes and maintains the corporate documentation inclusive of
  - Maintaining the onsite legally required corporate records.
  - Tracking and ensuring the timely submission of all required permits, licenses, tax documents and other required legal compliance documents to ensure no lapse in permitting, etc.
- Manage the CEO’s workflow and priorities by knowing their real priorities, managing their schedules, anticipating next steps, and keep them focused on the most important projects.
- Take the lead in coordinating ad hoc task groups/work as assigned by the CEO

- Gathers data from various supervisors and completes for submission a quarterly report for CEO/Executive Director with both outputs (numbers served through various program components) and outcomes (impact of the services provided)
- Ensures that program data and reports are maintained in shared drives accessible to those who need to refer to them (example: client demographics, statistics on meals served, current price lists for catering for centers, etc.)
- Ensures fresh content for communications about the organization through attention to potential stories of impact that arise during day-to-day work.
- Creates and maintains a list of possible topics, newsletter ideas for the organization's website with information gathered from meetings and follows up with relevant staff to ensure that the stories are written, edited, and proofed for posting on the website, social networks, and other relevant venues.
- Be the point of contact for internal and external stakeholders on matters pertaining to the schedules, meeting commitments and communications for the CEO.
- Apply the utmost discretion given exposure to the most sensitive organizational information that others within the company may not be privy to
- Schedule meetings, arrange appointments and manage the CEO's calendar.
- Research, prioritize and follow-up on incoming issues and concerns addressed to the CEO, including those of a sensitive or confidential nature.
- Arrange corporate travel, meetings and offsites by developing itineraries and agendas, booking transportation, arranging lodging and meeting accommodations.
- Effectively manage the CEO's documentation by coordinating, streamlining, and maintaining their records and files
- Pet Food Program Coordinator
  - Reviews applicants to pet food program (as referred from Meals applications)
  - Decides when to add new seniors to pet food program for their pets as program is financially able to support expansion.
  - Ensures tracking of recipients from Serve tracker.
  - Communication with clients of their pets needs and schedules.
  - Prepare food for delivery, labeling for certain routes and packaging pet food.
  - Biweekly inventory restocking and organizing the pet food shed.
  - Loading and unloading pet food containers on the vehicles
  - Generating biweekly and quarterly reports for schedules, inventory
  - Explores alternative services for grooming pet care, medications, etc. and expands the program as fiscally possible.
  - Updating client pet information
- Purchasing
  - Weekly purchase order of supplies and equipment.
  - Research vendors to get the best price.
  - Track and distribute orders.
  - Monthly Inventory of current supplies.

**Education and/or Work Experience Requirements:**

- Sufficient verbal communication skills to communicate effectively in both internal and external environments (bilingual Spanish is a plus)
- The ability to work with diverse staff and volunteers in a team environment.
- Demonstrates a positive attitude.
- Strong attention to detail
- Completed a 4-year bachelor's degree, preferred.
- This position is an in-office position in Los Angeles (Westlake area)
- 5-7 years of C-Level Executive Assistant experience in a fast-paced environment, nonprofit experience preferred.

- Superior organizational skills and detail orientation
- Excellent oral, written communication, and presentation skills (ability to draft, proofread and edit documents for spelling, grammar, and punctuation)
- Demonstrate a high level of maturity, professionalism, and judgment.
- Ability to manage the CEO's demanding and ever-changing calendar.
- Ability to use discretion when dealing with information of a sensitive or confidential nature.
- Actively participate and collaborate with others throughout the organization.
- Use organizational knowledge, innovative thinking, and sound judgment in the solution of problems.
- Consolidate information from various sources including feedback from others to reach sound decisions.
- Work smart by setting effective work goals, establishing priorities, and proactively planning to produce quality work.
- Execute effectively by using resources efficiently, meeting deadlines, and keeping others informed of work plans and progress toward goals.
- Valid California Driver's License and clear DMV record.
- Background Fingerprint Clearance
- Drug Test Clearance

**Physical Requirements:**

The performance of duties involves working in an office environment and computer heavy job duties within a kitchen setting where noise and activity require additional concentration abilities. Physical abilities to perform long hours sitting and at a computer and lift/move objects of 30` lbs. pounds or more.

- Ability to safely and successfully perform the essential job functions to meet quantitative/qualitative standards.
- Ability to maintain regular, punctual attendance.
- Ability to deal with the public in a professional manner.
- Ability to work with a diverse client population, staff, and volunteers in a professional and respectful manner.

**Print Employee Name:**

**Employee signature:**

**Date:**