

## **JOB DESCRIPTION**

**Position Title:** Executive Assistant

**Reports to:** Chief Executive Officer

**Status:** Full time, non-exempt

**Salary Range:** \$20.00 - \$30.00 per hour (commensurate with experience)

**Location:** Santa Rosa Office

### **Position Summary:**

The Executive Assistant provides high-level administrative support to the Chief Executive Officer (CEO) and plays a pivotal role in ensuring organizational efficiency and effectiveness. This position manages complex scheduling, coordinates internal and external communications, assists with strategic projects and events, and supports fundraising and board activities. Serving as a trusted liaison between the CEO, staff, Board of Directors, and external partners, the Executive Assistant helps advance Community Matters' mission and organizational impact.

### **Key Responsibilities:**

- Manage and prioritize the CEO's calendar, scheduling appointments and meetings.
- Coordinate logistics for meetings, including preparing materials, agendas, and minutes.
- Act as a primary point of contact between the CEO and internal/external stakeholders.
- Screen and direct phone calls, mail, and electronic communications.
- Draft, edit, and proofread correspondence, reports, presentations, and other documents.
- Provide logistical and administrative support for Board of Directors meetings, including preparing materials, coordinating logistics, and maintaining records.
- Support board communication and onboarding at the direction of the CEO.
- Assist with the planning and execution of fundraising events and organizational gatherings.
- Conduct research and compile information for special projects and strategic initiatives.
- Maintain and update donor/CRM databases, generate reports, and support fundraising, program, and outreach activities.
- Assist with grant and contract preparation, reporting, and compliance tracking.
- Maintain organized filing systems, both digital and physical.
- Manage office supplies inventory and other administrative needs.
- Prepare and process expense reports and support financial record-keeping.

- Handle sensitive and confidential information with the highest level of discretion.
- Maximizes executive effectiveness by proactively managing correspondence, drafting and editing communications, gathering and analyzing information, and ensuring timely follow-up with stakeholders.
- Perform other duties and tasks as assigned or required

**Qualifications and Skills:**

- Proven experience as an Executive Assistant or in a similar senior administrative role.
- Strong organizational and time-management skills with the ability to balance multiple priorities and deadlines.
- Excellent written and verbal communication skills, with strong interpersonal abilities.
- Advanced proficiency with Microsoft Office Suite, Google Workspace, CRMs/databases, and virtual meeting platforms.
- Demonstrated adaptability and willingness to learn new systems and processes.
- Ability to work independently and collaboratively in a fast-paced environment.
- Strong research, analytical, and problem-solving skills.
- Ability to sit for extended periods, work at a computer, and occasionally lift office supplies, equipment, and other CM materials.
- High level of integrity, discretion, and professionalism in handling confidential information.
- Degree in business administration, communications, or related field (or equivalent experience) preferred.
- Familiarity with the non-profit and/or education sector is a plus.
- Commitment to Community Matters mission: " To equip and empower students and adults to create schools and communities that are safe, welcoming and inclusive"

**To Apply:**

Interested and experienced candidates should email a resume along with a cover letter to: [ebunassisi@community-matters.org](mailto:ebunassisi@community-matters.org)

No phone calls or drop in inquiries please.