



FAMILY SUPPORT SERVICES

KEEPING FAMILIES HEALTHY AND INTACT

ABOUT THE AGENCY: Family Support Services (FSS) is a non-profit agency founded in 1989. With offices in Oakland and San Francisco, we serve families in Alameda, San Francisco, and Contra Costa counties. Our programs target families, youth and children whose health and welfare are vulnerable as a result of a variety of circumstances. FSS provides home-based and community-based support to parents and other caregivers of vulnerable children – those who are disabled, medically fragile, drug exposed, abused or neglected, and those at risk of abuse or neglect.

POSITION OPENING: Executive Assistant to CEO

Reporting directly to the Chief Executive Officer (CEO), the Executive Assistant provides executive support in a one on-one working relationship.

JOB DUTIES AND RESPONSIBILITIES:

The Executive Assistant will perform a broad variety of tasks, including but not limited to:

- Managing an active calendar of appointments; completing expense reports; composing and preparing correspondence that are sometimes confidential; developing presentation materials; setting up meeting including agendas; arranging travel plans.
- Communicates directly, and on behalf of the CEO, with Board members, donors, Foundation staff, and others, on matters related to CEO's programmatic initiatives.
- Manages Board minutes; Takes minutes at board/committee meetings, summarize and prepare the minutes for Board approval. Ensure that the approved minutes are preserved in the records of the Agency.
- Serves as the CEO's administrative liaison to the Board of Directors.
- Coordinate and provide administrative support for Board of Directors (BOD) and Board Committees.
- Draft acknowledgement letters, correspondence, and other tasks that facilitate the CEO's ability to effectively lead the Agency.
- Assist in maintenance and updates of donor database and prepare data reports. Record, acknowledge and maintain the files of all in-kind items and submit copies to finance department on a monthly basis.
- Assist the Grant Writer with preparation of grant submissions and attachments.
- Assist Director of Finance and Administration (DFA) with preparation for the annual audit; distributes monthly financials and responding to requests for information from government agencies and funders.
- Fulfill other duties as assigned.

MINIMUM QUALIFICATIONS:

- Bachelor's degree is required; or a certification from the Certified Professional Secretary (CPS) or Certified Administrative Professional (CAP) with at least one-year work experience may be substituted for education.
- At least three years of experience supporting an A, preferably in a non-profit organization.
- Very strong interpersonal and organizational skills that reflect an ability to perform and prioritize multiple tasks seamlessly with excellent attention to detail. Excellent written and verbal communication skills.
- Strong work tenure. Proven ability to handle confidential information with discretion, be adaptable to various competing demands, and demonstrate the highest level of customer/client service and response.
- Experience and comfort in diverse communities. Must have respect for cultural differences and families' rights to self-determination.
- Proficient in Microsoft Office (Outlook, Word, Excel, and Power Point), Adobe Acrobat, and Social Media web platforms.
- Experience and knowledge of basic office equipment, such as but not limited to computers, printers, phones, mail systems and copiers.
- Must be physically able to perform all job responsibilities, which may include sitting, standing, bending, kneeling and lifting minimum 25lbs as necessary.
- Requires California drivers' license, auto registration and an insured automobile in good working condition.
- Must be able to receive clearance through a fingerprint/background check (criminal and child abuse).

STARTING SALARY RANGE: \$52,500 - \$55,000 per year depending on experience. Excellent benefits including health, dental, vision, life and long-term disability insurance plus retirement plan.

Full-time=37.5 hours/week. Regular office hours are Monday - Friday, 9am–5pm. At least one evening per month is required and other evening times may be scheduled.

RESUME AND COVER LETTER TO: Aster Mitiku, hiringmanager@fssba.org

www.fssba.org

Please attach all documents in PDF format. All other file types/formats will not be considered. Only candidates who meet our selection criteria will be contacted for the next step in our hiring process. Thank you for your interest in our position. We appreciate the time you have taken to apply.

Family Support Services is committed to workforce diversity. Qualified applicants will receive full consideration without regard to age, race, color, religion, gender, gender identity, sexual orientation, health status or national origin.

Updated: Jan 2022