



POSITION ANNOUNCEMENT

Executive Assistant

Reports to: Executive Director

Department: Administration

Employment Status and Work Schedule

Exempt, full time position, 40 hours per workweek, Monday through Friday 8:00 am to 5:00 pm. Some evening or weekend hours required.

Position Summary

Under the supervision of the Executive Director, the Executive Assistant performs complex administrative tasks and organizational support to the Executive Director, the Executive Leadership Team (Finance and Operations Director, Deputy Director and Policy, Strategy and Evaluation Director), general office operations and governing Commission. The Executive Assistant will also serve as the administrative assistant for overall Commission related duties. This position has primary responsibilities for gathering, summarizing, and assembling pertinent information and materials, and manages communications on behalf of the Executive Director, Commissioners and Commission Officers. Handles extremely time sensitive information for Committees and Commission meetings and agenda's. Maintains internal and external contacts at all organizational levels and uphold highly sensitive and confidential information. This position also supports specific program areas as assigned.

About First 5 Contra Costa

First 5 Contra Costa helps young children grow up healthy and ready to learn during the most important time in their development. We have over 20 years of experience funding innovative programs and advocating for policies that produce better futures for our children. Since our inception, First 5 Contra Costa has invested more than \$140 million in Prop. 10 revenues to programs and services that help Contra Costa's children get the best start in life.

Vision: Contra Costa's young children will be healthy, ready to learn, and supported in safe, nurturing families and communities.

Mission: To foster the optimal development of our children, prenatal through 5 years of age.

Core Values: Our everyday work is grounded in our commitment to diversity & inclusion, equity, cultural humility, and community partnerships.

Learn more at www.first5coco.org.

Standard Functions and Responsibilities

- Provides administrative support to Executive Director and other staff in the development of materials and activities focused on carrying out the Commission's programs.
- Prepares meeting materials; coordinates communications, arranges event logistics including location, food, presenters; and provide administrative support during event/training/meeting. Some offsite meeting attendance required.



- Manage the Executive Director's calendar, schedule internal and external meetings and provide meeting logistics and support as necessary for both virtual and in-person meetings.
- Manage travel and registration needs for the Executive Director and ensure all pertinent travel and event details are scheduled and arranged.
- Provide calendar support for agency Directors and Managers as needed for agency meetings and coordinate meeting logistics.
- Schedule meetings with key FIRST 5 partners, commissioners, elected officials, community groups, and other Community Based Organizations as needed and prepare materials and meeting logistics.
- Posts official notices of meetings in accordance with applicable laws and regulations.
- Prepares and distributes public documents such as meeting agenda, speakers' lists, and meeting minutes as required. This includes assembling meeting materials for in-person Committees and Commission Meetings.
- Attend executive-level meetings, transcribe summary notes or take minutes, and provide other support as required or requested.
- Implements and maintains a system of filing and indexing for official records and actions of the Committees and Commission.
- Assists with orienting new members of the Commission by preparing and maintaining an updated Commissioner Orientation packet containing information on Commission meetings, Bylaws, business practices, procurement procedures, and activities of the Commission.
- Reviews, prepares and proof reads outgoing correspondence, reports, and publications for grammar, sentence structure, format, attachments, continuity of text, and compliance with applicable laws, rules, and procedures.
- Maintain and update contact lists and email groups, Commission roster, digital and hard copy files and records, reconcile and prepare expense reports, reimbursements, credit card summary reports, and related tasks.
- Schedule zoom meetings and webinars, assigning presenters, public officials and required staff as panelists and general access for the public for official meetings.
- Ability to anticipate upcoming needs, potential problems, and approach them with a problem-solving mindset, with the ability to communicate them to the Executive Director and staff.
- Develop presentations and spreadsheets, track historical information through organizing filing systems for maintaining records.
- Assist with research, compiling data and information and format information into presentations, word documents, or excel spreadsheets.
- Assigned to provide specific program support as an ongoing assignment or as needed for multiple programs.
- Perform general duties such as filing, faxing, copying and mailing materials, and errands as needed.
- Uphold confidentiality of privileged and/or sensitive personnel and agency information.
- Work flexibly, supporting and participating in any other tasks as needed.
- Adhere to First 5 Contra Costa policies and procedures.
- Perform related tasks or other duties as assigned.

Knowledge and Abilities:

- Excellent customer service and interpersonal skills.
- Excellent organization and time management skills, with the ability to prioritize a demanding workload while maintaining attention to detail and follow through.
- Strong verbal and written communication skills.
- Ability to communicate clearly and regularly with Executives, Directors and public officials.



- Excellent computer skills in MS Office applications and the ability to conduct Internet research. Must have experience in all Microsoft Office Programs, Outlook, Word, Excel, Power Point.
- Experienced with Google applications: Google Docs, Sheets.
- Experienced with MS Teams, Zoom and assigning meeting functions.
- Ability to multi-task, prioritize, interpret and apply policies and procedures.
- Ability to work independently and as part of a team working with diverse populations and groups.
- Demonstrated ability to contribute toward a positive work environment.
- Self-directed and action-oriented, sees what needs to be done and acts.
- Resourceful and skilled at gathering information.
- Ability to maintain discretion and confidentiality.
- Ability to work flexible schedule when needed and some travel and evening meetings may be required.
- Other duties as assigned.

This job description describes the general nature and level of work performed. It is not an exhaustive list of all responsibilities, duties and expectations required of the position. Duties, responsibilities and activities may change.

Minimum Education and Experience Requirements

Any combination of training, education and work experience performing a variety of complex administrative functions directly supporting an Executive Director and/or Senior Management level positions in Administration, Finance or a Public Agency or closely related field.

A typical way to obtain the required qualifications would be:

Possession of a Bachelor's Degree and 3 years' experience in an executive support role with increasing responsibilities for an Executive Director or Senior Level Management position(s)

-OR-

Possession of an Associate's Degree and 5-7 years' experience in an executive support role with increasing responsibilities for an Executive Director or Senior Level Management position(s)

Qualifying experience may substitute education on a year for year basis. Qualifying experience is defined as; experience in a role with increasing responsibilities performing complex administrative duties directly supporting Executive(s), Director(s) and/or Senior Level Management position(s).

Must possess a valid California driver's license and automobile insurance.

First 5 Contra Costa COVID-19 Vaccination policy

At First 5, the health and safety of our staff is priority. We have adopted the county's COVID-19 vaccination policy for all employees. To be compliant with this policy, all new staff members shall be required to provide proof of their vaccination status or exemption required documentation at the start of their employment.

Salary and Benefits

Starting salary range is \$73,419.76 - \$90,843.96 commensurate with experience. First 5 Contra Costa offers a comprehensive benefits package.



How to Apply

Please submit your **resume** and include a brief **letter of introduction** that summarizes why you are ideally suited to this position. *Incomplete submissions will not be considered.*

Electronic submissions should include **Executive Assistant** in the subject line and be sent to HR@first5coco.org.

First 5 Contra Costa is an Equal Opportunity Employer. First 5 Contra Costa is committed to providing a diverse and inclusive work environment for employees and welcomes applicants of all backgrounds. First 5 Contra Costa does not discriminate on the basis of race, religion (including religious dress or grooming), creed, sex (including pregnancy, childbirth, breastfeeding, or related medical conditions) or gender, national origin, ethnicity, ancestry, citizenship, age, physical or mental disabilities, color, marital status, registered domestic partner status, sexual orientation, gender identity or gender expression, genetic information, medical condition, or any other basis protected by applicable law.