



JOB ANNOUNCEMENT

Position: Executive Assistant

Date Opened: April 21, 2021

Applications Due: May 7, 2021

Who We Are

Valley Vision (www.valleyvision.org) is a civic leadership organization dedicated to improving the livability of the Sacramento region. Through research and action, we collaborate on bold, long-term solutions that improve people's lives. By creating common ground built on facts, Valley Vision inspires leaders to think big and collaborate on bold, long-term solutions that improve people's lives. Our unique workplace provides an environment that is fun while we conduct challenging and meaningful work.

We Want to Consider You

Valley Vision is committed to a diverse and inclusive workforce and is proud to be an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, religious creed, color, national origin, ancestry, physical disability, mental disability, medical condition, marital status, sex, age, sexual orientation, ethnicity, or status as a veteran.

Executive Assistant Position

Valley Vision is seeking a highly motivated **Executive Assistant** to support the CEO and Project Managers with project and administrative tasks. Our desired candidate will be driven to excel, and have a passion for the Sacramento region and its residents. Activities will include, but are not limited to:

- Providing calendar assistance for the CEO and Managing Director, including meeting scheduling, logistics, administration, and follow-up
- Providing meeting scheduling assistance for project work including doodle polls, scheduling, follow up communications, and logistics
- Supporting the CEO in managing our 30-member VIP Board of Directors including arranging board and committee meeting logistics, taking minutes of meetings, and drafting materials for distribution
- Assisting in meeting/event scheduling, preparation, design, and execution
- Building, updating, and managing lists of key contacts
- Drafting professional communications and assisting with external facing documents and materials
- Support staff in conducting research and drafting reports, correspondence, and supporting social media communications

The Executive Assistant is a full-time, non-exempt position. Typical hours are Monday through Friday from 8am to 5pm, but may flex due to meeting or other work demands.

Qualifications

The successful candidate will exercise sound judgement in executing tasks efficiently and on time and possess outstanding communication and organizational skills. The ideal candidate must be flexible and have the ability to work both independently and in team settings in a fast-paced, results-focused environment.

Qualifying skills and characteristics include:

- Strong critical thinking skills
- Superior organizational skills
- Excellent written and verbal communication skills and interpersonal skills
- Fast-learner
- Adaptability and flexibility
- Comfortable working with diverse groups
- Ability to handle confidential matters with discretion
- Proficient with the Google Suite and Microsoft Office Suite
- Previous work experience as an executive assistant is preferred

Compensation:

- \$38,000-\$39,000 per year, depending on experience
- Full benefit package including health, dental, vision, life, and retirement plan
- Cell phone stipend of \$50 per month
- 10 paid holidays, paid time off and sick leave

Respond By: May 7, 2021

Interested individuals must submit a **cover letter** expressing your interest in and key qualifications for the position (no more than one page) and **resume** (no more than two pages) in Microsoft Word or PDF format to Kari MacDonald (kari.macdonald@valleyvision.org). In the subject line, write "Executive Assistant Application – [Your Name]".