



Executive Administrative Assistant

Child Guidance Center, a large nonprofit service provider dedicated to serving the mental health needs of children and families. We are looking for an experienced master multi-tasker with excellent communication and time management skills who is proficient in Microsoft Office and has an upbeat attitude.

The Executive Administrative Assistant will provide support to the Chief Executive Officer and Development Director in the Administration Offices located in Santa Ana, CA. The successful candidate will have experience working in an administrative support role, managing multiple tasks in a timely and accurate manner. Professionalism and polite friendly personality is a must.

Executive Administrative Assistant Responsibilities Include, but are not limited to the following:

-
- Preparing for meetings, including ordering meals and ensuring all meeting materials are prepared and presented as requested.
- Creating Power Point presentations with information provided following agency template and branding.
- Type and design general correspondences, memos, charts, tables, graphs, summary documents, etc
- Proofreading reviewing copy for spelling, grammar and layout, making appropriate changes with accuracy and clarity.
- Generate and respond to emails in Outlook, in a timely and professional manner.
- Organize and schedule calendar requests and set-up multi-partner meetings through Outlook,
- .
- Making travel arrangements when needed - minimal.
- Attend meetings and transcribe minutes
- Conduct online research as needed for specific projects.
- .
- .
- Prepare Donor Packets, updating packet information regularly
- Assist with all outward facing events, including Annual Gala (during first or second week of every December).
- Make copies, scan documents, file hard and electronic copies accurately
- Manage Executive Office kitchen, including coffee making and general cleanliness.
-
- Acts as a point of contact between CEO and Development Director and external partners as needed.
- Anticipate the needs of others.

Requirements:

- Excellent time management skills and ability to multi-task and prioritize work.
- Proactive Work Ethic - Anticipate the needs of others
- Attention to detail and problem solving skills.

- Excellent written and verbal communication skills proficient in Outlook.
- Ability to be direct in communication and ask for assistance if needed.
- Strong organizational and planning skills.
- Proficient in MS Office Suite, including use of Excel, Word and Power Point.
- Excellent telephone communication skills.
- Ability to work well under strict timelines and work well with others.
- At least 5 years of experience in the field or in a related area.
- Proven administrative support, special event or related experience.
- High school diploma or equivalent; college degree preferred.