



## JOB ANNOUNCEMENT

Position: Executive Assistant / Project Associate

Date Opened: April 26<sup>th</sup>, 2019

Applications Due: May 17<sup>th</sup>, 2019

### Who We Are

Valley Vision ([www.valleyvision.org](http://www.valleyvision.org)) is a regional nonprofit working to secure the social, environmental, and economic vitality of the Capital Region. For the past 25 years, Valley Vision has strengthened communities by driving research, collaboration, and leadership services to make our communities prosperous and sustainable. 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.

### Executive Assistant / Project Associate Position

Valley Vision is seeking a highly motivated *Executive Assistant / Project Associate* to support the CEO, Managing Director, 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:

- Calendar assistance for the CEO and Managing Director, including meeting scheduling, logistics, administration, and follow-up
- 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
- Support staff in conducting research and drafting reports, correspondence, and other forms of communication
- Assisting in meeting/event design and management
- Drafting professional communications and assisting with marketing materials
- Supporting fundraising tasks including grant applications and community outreach for business development
- Building and updating lists of key contacts
- Assisting with office management activities

The Executive Assistant/Project Associate 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.

Candidates must have a minimum of a Bachelors degree. Qualifying skills and characteristics include:

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

**Compensation:**

- \$15-\$16 per hour (\$31,200-\$33,280 per year), depending on experience
- Eligible to participate in health, dental, vision, life, and retirement plans
- Eligible for cell phone stipend
- 10 paid holidays, Paid time off + Other Personal Days

**Respond By:**

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), **two writing samples** (no more than two pages per sample, no class materials, please), in Microsoft Word or PDF format to [Chloe Pan](mailto:chloe.pan@valleyvision.org) (chloe.pan@valleyvision.org). In the subject line, write “Executive Assistant / Project Associate Application – [Your Name]”.

Valley Vision is 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.