



Action Council Of Monterey County, Inc.

Job Title: Executive Assistant	Commitment: Full-time
Revision date: February 2024	FLSA: Exempt \$66,650 - \$72,541 DOE

Organization and Program Background

Since 1994, Action Council has supported low-income residents in Monterey County. Over the years, it has evolved into a powerful hub fostering regional social innovation, incubation of community efforts, and cross-sector collaboration.

Action Council empowers people to transform their communities through its incubation of leaders, innovative ideas, emerging organizations, and collaborative community action. Action Council’s innovative community incubator model supported and grew Building Healthy Communities Monterey County (BHCMC) from its inception into the racial justice organization it is today. BHCMC’s mission is to activate resident voice and power to build an inclusive, anti-racist democracy and safe, thriving communities.

BHCMC’s vision is to find ways to ensure all youth have quality education, social-emotional and physical health, access to green space, healthy recreation and leadership pathways that dismantle and fully replace the school-to-prison pipeline. BHCMC engages in community-driven planning that spurs new economic opportunities for residents, working to ensure that Black, Brown, and Indigenous residents are not left out of Monterey County, and instead have voice and leadership in shaping public priorities for generations to come.

Position Overview

Action Council/Building Healthy Communities is seeking a dynamic and organized individual passionate about supporting our mission to activate Monterey County resident voice and power to build an inclusive, anti-racist democracy and safe, thriving communities. Reporting directly to the Executive Director, the Executive Assistant will serve as a vital link between the Executive Director, the organization, and the community.

In this role, the EA will manage the Executive Director's calendar and projects, correspondence, and communications, ensuring smooth day-to-day operations.

Responsibilities include preparing documents, scheduling meetings, and coordinating with the Board of Directors and Board Committees. The EA will also be responsible for preparing presentations, maintaining records, and facilitating meetings.

In addition to supporting the Executive Director, the EA will collaborate closely with the Support Team, and assist with administrative duties as needed, as backup to the front office. Responsibilities include maintaining communication channels, bilingual media outreach, and supporting key relationships with a diverse set of stakeholders — from residents, partners and donors, to elected officials. This role is ideal for an energetic multitasker with a knack for relationship-building and a commitment to making a difference. You do not need an educational degree to apply. This position is on-site at the Salinas office.

Responsibilities/Duties:

- Manage the ED's schedule, coordinate meetings, and actively help prioritize tasks.
- Attend staff meetings, take notes and track outcomes and follow-up actions, and, on occasion, facilitate meetings.
- Support administrative tasks associated with the Board of Directors, maintaining accurate and organized records for Board and Committee activities.
- Prepare presentations, communications, and reports for the Executive Director and Board.
- Play a leadership role in developing internal policies and procedures across the organization.
- Support the development of bilingual communications, including external communications like press releases and web content.
- Schedule and coordinate Board and staff events, activities, and festivities.
- Maintain positive relationships with the Executive Director, Board members, staff, and the public.

Requirements:

- Commitment to Action Council and Building Healthy Communities Monterey County's mission and values.
- Excellent verbal, written, and interpersonal communication skills. Must be able to interact effectively with external stakeholders and colleagues across the organization.

- Ability to gather information and work in collaboration with multiple teams to meet deadline-driven deliverables.
- Strong critical thinking, problem-solving, analytical, and organizational skills.
- Excellent project management skills with strong attention to detail, and the ability to prioritize working on multiple projects simultaneously while meeting internal and external deadlines.
- Willingness to take initiative, troubleshoot, and work with colleagues across departments to support short-term and long-term organizational goals.
- Ability to give, receive, and incorporate constructive feedback
- Ability to work effectively and efficiently (both virtually and in-person) with minimal supervision.
- Ability to prioritize multiple projects and work both independently and collaboratively.
- Ability to understand, communicate with, and effectively interact with people across race and cultures.
- Ability to multi-task in a fast-paced environment.
- Ability to travel occasionally to meetings, trainings, and conferences.

Skills:

- Strong attention to detail and accuracy.
- Experience using a computer, accessing the internet and corresponding by email.
- Fluency in English, spoken and written. Conversational fluency in Spanish is desired.
- Demonstrated skills at effective communication and building meaningful relationships with mission-aligned organizations and people.
- Experience in general office work and customer service, experience supporting a senior manager, or director.
- Able to listen and communicate with people of different cultural backgrounds.
- Experience working/interacting with a diverse set of stakeholders - residents, partners, donors, and elected officials.
- Experience supporting/working with Boards & Committees.

- Ability to work effectively as a team member in a diverse environment.
- Proficiency in Google Suite, Word, Excel, PowerPoint, Outlook, various forms of web-based social media and other office software
- Strong facilitation skills

Benefits

Benefits include Medical, Dental, Vision and 403(b). We also provide competitive vacation, and sick leave. We value the well-being and health of our employees, which is why our benefits package also includes two yearly office closures of the organization mid-year and at the end of the year that will be considered paid holiday time off. Benefits are available when an employee completes the introductory period and meets eligibility.

Physical Demands

- The employee should be able to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
- While performing the duties of this job, the employee is frequently required to sit, talk and hear, use hands, handle, feel or operate objects, tools, or controls; and reach with hands and arms. The employee is occasionally required to walk.
- Able to lift a 30-pound box and carry it 100 feet; push a hand truck/ dolly with a load of 150 pounds a distance of 100 yards; and access items on shelves in files located 0 to 60 inches above the floor.
- Specific vision abilities required by this job include close vision and the ability to adjust focus.

How to Apply: Please submit a resume, and names with contact information of 2-3 professional references to Naomi Bolanos naomy@actioncouncil.org.

Application deadline: Until filled, priority screening deadline March 29, 2024.

Values: Resident centered / Resident voice, Power building, Equity, Compassion, Healing, Dignity, Authenticity, Love, Unity, Solidarity, Justice, Affirmation, Inclusion, and People matter and are valued.