



**EXECUTIVE ASSISTANT  
JOB DESCRIPTION  
August 2022**

Location:	Bayside or Crescent City, CA
Reports to:	Vice President- Strategy, Programs and Community Solutions
Department:	Strategy, Programs and Community Solutions
Time Commitment:	40 hours/week; 8:30a-5:00p Monday-Friday, occasional evenings, weekends, overtime
Status; Level:	Regular, Non-exempt; Executive Assistant
Wage Range:	\$21.00-\$24.00/ hour depending on experience, plus health benefits, retirement benefits, paid holidays and sick time; \$26.75/hour expected at 1 year of tenure

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**About Humboldt Area Foundation**

Humboldt Area Foundation (HAF) serves the residents of the California counties of Humboldt, Trinity, Del Norte, as well as Curry, Oregon and adjacent Tribal Lands by promoting and encouraging generosity, leadership, and inclusion to strengthen our communities. Through the generosity of local and national philanthropic donors, HAF has awarded more than \$95 million in grants and scholarships since 1972. HAF—along its family of organizations including the Wild Rivers Community Foundation, Humboldt Health Foundation, Native Cultures Fund, and others— focuses its grantmaking and program efforts on strengthening community capacity and transforming our communities’ ability to solve problems and address the root causes of those problems. In early 2021, the foundation adopted four goals focused on vital issues for its next decade of action and support: *Racial Equity*, a *Just Economy*, *Thriving Families and Youth*, and *Healthy Ecosystems and Environments*. As part of this new focus, the organization is making significant organizational shifts to support this dynamic and growing region in the Pacific Western United States.

**Job Description Summary**

The Executive Assistant for Strategy, Programs and Community Solutions (SPCS) will handle a broad and diverse range of responsibilities and assignments to support the Vice President and Deputy Director of Strategy and Community Solutions, both internally and externally, and to assist in coordinate work of the entire Strategy and Community Solutions team. As a vital position to provide support to the Strategy and Community Solutions, the EA will embrace attributes of adaptability and flexibility as the specific duties and responsibilities will evolve based on both the skills of the incumbent and the changing circumstances at the foundation.

**Essential Job Duties:**

Strategy, Program, and Community Solutions Executive and Team Support

- Manage VP's and Deputy Director's calendars, including coordinating internal/external meetings, and ensuring the VP and Deputy Director are well informed of commitments. Oversee that the schedule matches the goals and priorities of the VP and Deputy Director and fluidly manage time demands. Have a long range "line of sight" to plan for the VP's and Deputy Director's agenda and coordination across the organization.
- Conduct background research and analysis, prepare briefing and advance materials to support the SPCS broad range of activities and engagements, both internally and externally. Projects and assignments will vary, and the capacity to be proactive, diligent and thorough will be essential.
- Work closely with and across the SPCS to coordinate meetings, provide follow up, accountability, documentation of activities, notes, and agreements. Follow through on deadlines and deliverables.
- Prepare resources and agendas for team meetings that involve the SPCS and help ensure that the VP is prepared to participate effectively.
- Assist in brainstorming, design, and execution of new projects that range across the portfolio of the SPCS activities.
- Efficiently manage new or unplanned activities with agility and flexibility as they arise.
- Help to manage the VP's community engagement plan. This will include helping to create and maintain a global list of leaders to engage periodically, conduct research on organizations and leaders, and support in meeting messaging and follow up.
- Remain abreast of key trends and developments relevant to strategy areas of the foundation, to share key reports, articles and sources with the CEO or other relevant SCS foundation staff. At times, prepare summaries of key reports and community meetings.
- Serve as liaison between the VP and Deputy Director, as well as other key staff to ensure clear lines of communication, sharing of resources and information, and assisting with joint projects and initiatives as needed, including equity initiatives.
- Support the SPCS VP in planning, oversight and preparations for all aspects of the foundation's business and use appropriate tools and technology to assist and improve effectiveness.
- Track and manage VP's and Deputy Director's expenses, including credit card reconciliation.
- CRT team outreach, including bilingual outreach and meeting facilitation

### Minimum Qualifications

- 2 years of experience working in an administrative support role that has provided the knowledge, skills, and abilities noted below:

#### *Knowledge, Skills, and Abilities*

- Experience with and comfort using office equipment such as computers, phones, printers, etc.
- Experience and comfort using the Microsoft Office suite (Word, Excel, Power Point, Outlook, etc.) and with social media platforms
- Ability to work the hours required for this position, and is both punctual and reliable
- Ability to provide outstanding customer service
- Ability to communicate effectively with a diverse population, is able to establish and maintain working relationships with individuals from diverse backgrounds, and has demonstrated sensitivity to cross-cultural perspectives and experiences
- Ability to work independently as well as part of a team
- Takes initiative in problem solving
- Ability to organize time wisely and prioritize workloads
- Ability to anticipate, identify, and address others' needs in a dynamic work environment
- Demonstrates professional and clear verbal communication skills

- Illustrates strong written communication skills including written correspondence etiquette for a business setting
- Handles interactions with creativity and diplomacy
- Maintains confidentiality and protects sensitive information in accordance with organizational standards
- Performs work with a high level of accuracy and an eye for detail; is able to identify and correct mistakes in own work
- Demonstrated ability to receive and incorporate feedback and direction effectively
- Willingness to follow existing policies and procedures while also demonstrating the ability to be flexible, learn, adapt to, and track new systems and procedures
- Experience operating and troubleshooting audio/visual equipment such as projectors, conference phones, and web-based video conferencing systems

### **Preferred Qualifications**

- Equivalent to three to five years past experience in administrative assistance
- Past experience with supporting an executive leadership position
- Past experience with managing database programs
- Past experience with discussing and addressing issues of equity, diversity and inclusion
- Knowledgeable about nonprofit business functions
- Bilingual skills
- Possess a valid California driver's license and current auto insurance

Please note: This announcement includes both minimum and preferred qualifications, certifications or training. Research shows that many women and people of color, in particular, feel that they must have all listed required and preferred skills and experience before applying for a new position. We want to reiterate that any listed preferred experience or training is not required to apply for a position in our organization. If you meet the minimum requirements and have the passion for the work, we strongly encourage you to apply. On-the-job training can be provided for the rest.

### **Physical & Mental Requirements of the Job**

Work is primarily performed in office settings. Hand-eye coordination and fine motor skills are necessary to operate computers and various types of office machinery. All of the job functions listed above involve, to a greater or lesser degree, the following physical demands: close vision, clear speech and lifting of up to 20 pounds.

*Humboldt Area Foundation is an equal opportunity employer and makes employment decisions on the basis of merit and without regard to race, religion, creed, color, age, sex, sexual orientation, gender identity, genetic information, national origin, religion, marital status, medical condition, disability, military service, pregnancy, childbirth and related medical conditions, or any other classification protected by federal, state, or local laws or ordinances. Applications submitted for this position do not constitute a promise of employment.*

*Humboldt Area Foundation (HAF) and our affiliates are committed to diversity throughout our programs, environment, and workforce. It is our mission to "promote and encourage generosity, leadership, and inclusion to strengthen our communities" and it is our practice to take active and intentional steps to ensure equal employment opportunity, foster diversity and promote excellence in our work, and create a working environment that is welcoming to all. To effectively serve the growing diversity of the communities we serve we endeavor to hire and retain staff who are sensitive to and knowledgeable of the needs of the many diverse populations within those communities.*

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Employee's Signature

Date: \_\_\_\_\_

Supervisor's Signature

Date: \_\_\_\_\_