



**Learn • Engage  
Advocate • Partner**  
Aprender • Participar • Abogar • Colaborar

## JOB ANNOUNCEMENT

### Executive Assistant

LEAP: Learn. Engage. Advocate Partner is seeking an Executive Assistant to support the Chief Executive Officer. To succeed in this position, you will need excellent communication and organizational skills as well as a commitment to LEAP's values of Integrity, Respect, Collaboration, Creativity, Curiosity and Joy. This person will have a front row seat to all aspects of nonprofit management including fundraising, operations, strategic planning, facilities, and human resources.

#### **ABOUT US**

LEAP mitigates the effects of poverty, racism, and trauma by providing high-quality, trauma-informed childcare, comprehensive, culturally sensitive family support, and visionary community leadership. We provide a continuum of care to the children and families throughout the Goleta Valley, and now expanding into Lompoc. We believe that every child deserves to be loved, valued and respected and that every family should be supported to reach its highest potential. To fulfill this goal, we offer high quality childcare for children ages 3 months – 5 years and a Family Resource Center which helps families access the services and support they need including but not limited to – food access, health care, counseling, parenting workshops, budgeting workshops and immigration information. Together with our partners, LEAP is helping prepare children for success in school and is strengthening families for a healthy, prosperous and resilient community.

#### **POSITION SUMMARY**

Provides support to the CEO and Board of Directors. Works with CEO to ensure that the Board of Directors and Board committees are well-supported in their work by compiling documents, data, and staff and logistical support. Collects and prepares information for CEO's use in meetings with staff and outside parties. Organizes and maintains Board and committee rosters, mailing lists, meeting minutes, and general files. Responsible for the preparation and dispensing of correspondence, reports, and all Board and committee minutes and to the appropriate committees and Board members. Maintains CEO, Board and committee calendars. Serves as primary contact for Board and committee members for information, scheduling, or other assistance. Directs and facilitates the completion of special projects, including strategic planning, meetings, or administrative logistics, as needed by Senior Leadership Team. Due to the nature of the role, confidentiality and discretion is essential. May represent LEAP in the CEO's absence. This is a hybrid position. The EA will work in the office and from home.

#### **ESSENTIAL FUNCTIONS:**

- Facilitates the smooth functioning of the office of the CEO.
- Provides direct support for Board of Directors and Board Committees.
- Serves as primary contact for Board members for information, scheduling, or other assistance. Coordinates activities for Board committees and maintains regular contact with committee chairs. Able to articulate all committee activities to Board members and staff, as appropriate.
- Coordinates and sends all Board and committee mailings in a timely manner.
- Tracks committee and staff decisions and ensures follow up of tasks

- Manages and coordinates Board orientation and development programs, including development of resource materials. Keeps accurate and up-to-date Board records and files.
- Organizes and maintains Board and committee rosters, mailing lists, meeting minutes, and general affiliate files. Archives all documents necessary for historical data.
- Compiles and maintains sensitive and confidential data. Prepares and sends correspondence, reports, etc. as requested by CEO. Must have excellent writing skills and be comfortable writing polished content for reports, quotes, and external communications.
- Sets up and serves as host on virtual meetings.
- Coordinates Board of Directors social events, such as a holiday party, Board Retreat, and other special events.
- Coordinates recognition activities for outgoing Board members or for outstanding service.
- Leads a commitment to internal customer service through a positive and proactive approach to administrative and executive support.
- On behalf of CEO, coordinates recognitions for Boards of Directors, Senior Leaders and others as needed.
- Recommends improvements to administrative systems by implementing standard operating procedures, as needed.
- Maintains master and related calendars, reflecting all department activities

#### **QUALIFICATIONS:**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions.

- Excellent written and verbal communication skills
- Previous experience working with a non-profit Board of Directors highly desirable
- Ability to demonstrate mature judgment, initiative, and critical thinking
- Must have respect for discretion and confidentiality
- Able to manage multiple priorities and be flexible and adaptable
- Strong commitment to Diversity, Equity & Inclusion
- Ability to work independently and as a team member
- Availability to work flexible hours, as required
- Must have valid California driver's license and be willing and able to travel, as needed.
- Access to reliable transportation required.

#### **CUSTOMER SERVICE/COMMUNICATION:**

- Must have excellent interpersonal skills and be committed to providing the highest level of professionalism to both internal (staff, Board) and external entities (members of the community, vendors, consultants and other business-related parties)
- Must have excellent communication and listening skills
- Ability to communicate clearly and concisely via telephone, email, or in person
- Ability to demonstrate active listening by asking follow-up questions

#### **EDUCATION and/or EXPERIENCE:**

- BA or equivalent experience

**LANGUAGE SKILLS:**

- Ability to read, analyze, and interpret the most complex documents
- Ability to respond effectively to sensitive inquiries or complaints

**COMPUTER SKILLS:**

- Must have excellent Microsoft Office skills (Word, Excel, PowerPoint)
- Familiarity with web-based platforms such as Zoom, GoTo Meeting, Teams

**ADDITIONAL QUALIFICATIONS:**

- Ability to work in a busy environment, under pressure, without compromising accuracy, attention to detail, or courtesy to staff and others
- Ability to prioritize and manage time to achieve deadlines
- Ability to provide feedback to staff in a constructive manner
- Strong organizational skills
- Ability to prepare reports and business correspondences
  - Must have excellent writing skills and be comfortable writing polished content for reports, quotes, slide decks, etc.
- Ability to respond appropriately to changing situations
- Self-motivated
- Ability to read and analyze information
- Ability to research and gather information
- Ability to organize large amounts of data/information into a fashion that all levels of staff can understand
- Candidate must travel within LEAP geographic area (Santa Barbara County)

  

- Other duties as requested

**Physical Work Requirements:**

*Category of Light Work:* Exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force frequently, and/or a negligible amount of force constantly to move objects.

Completion of job duties also includes:

- Seated positions
- Standing positions
- Conveying
- Moving
- Lifting
- Reaching
- Fine motor skills (typing)
- Communication (talking, hearing)

**LEAP CORE COMPETENCIES FOR ALL STAFF**

**Mission/Vision-Focused:** Catalyze others' commitment to our vision of a community where all children are loved, valued and respected and all families are supported to reach their highest potential. This drives their performance and professional motivations.

**Relationship-Oriented:** Understands that people come before process and is astute in cultivating and managing relationships toward a common goal.

**Collaborator:** understands the roles and contributions of all sectors of the community and can mobilize resources (financial and human) through meaningful engagement.

**Results-Driven:** Dedicated to shared and measurable goals for the common good.

**Ethical:** Understands his/her role in growing and protecting the reputation of the organization. Upholds our highest values of integrity, honesty and transparency.

## **GENERAL REQUIREMENTS**

- Must pass the DOJ/FBI/Child Abuse Index fingerprint process.
- Must pass a pre-employment physical examination and tuberculosis clearance.
- Show verification for the Measles, Mumps and Rubella (MMR) and the Diphtheria, Tetanus and Pertussis (DTaP) vaccinations.

## **SALARY**

Salary range is \$70,000 – \$80,000 annually. This is a full-time, exempt position.

LEAP provides a competitive compensation package; including:

- Medical, dental and vision
- Discounted child care
- Generous Vacation and Sick
- Education assistance and reimbursement

## **TO APPLY**

Please submit a cover letter and resume to [LoriG@LEAPcentralcoast.org](mailto:LoriG@LEAPcentralcoast.org).

## **EQUAL OPPORTUNITY EMPLOYER**

LEAP is an equal opportunity employer. We will not discriminate and will take affirmative action measures to ensure against discrimination in employment, recruitment, advertisements for employment, compensation, termination, upgrading, promotions, and other conditions of employment against any employee or job applicant on the bases of race, color, gender, national origin, age, religion, creed, disability, veteran's status, sexual orientation, gender identity or gender expression