

## **AAPI Civic Engagement Fund**

**Position Title:** Executive Assistant

**Location:** Los Angeles

**Salary Range:** \$75,000-\$95,000

### **POSITION SUMMARY**

The AAPI Civic Engagement Fund was founded in 2013 with the belief that Asian Americans and Pacific Islanders (AAPI) must be an integral part of strengthening America's democracy, improving the quality of life for all, and creating vibrant multiracial communities. To this end, we foster a culture of civic participation within AAPI communities by supporting the growth of AAPI groups as organizational movement and power building leaders who achieve specific policy, systems, and transformational change. Today, the Fund is fiscally sponsored by New Venture Fund.

The Executive Assistant will provide high-level administrative support to the Executive Director and other senior staff.

#### **Duties/Responsibilities:**

- Provide sophisticated calendar management for Executive Director. Prioritize inquiries and requests while troubleshooting conflicts; make judgements and recommendations to ensure smooth day-to-day engagements.
- May attend meetings with and/or on behalf of Executive Director, taking notes and recording minutes.
- Arranges travel and accommodations for Executive Director.
- Serves as the primary point of contact for internal and external constituencies on all matters pertaining to the Executive Director, including those of a highly confidential or critical nature. Prioritizes and determines appropriate course of action, referral, or response, exercising judgement to reflect Executive Director's style and organization policy.
- Acts as a liaison and provides support to the Advisory Board. Arranges and handles logistics for Board meetings and events: schedules meetings; drafts agendas; develops and distributes presentation materials; and records meeting minutes. Adheres to compliance with applicable rules and regulations regarding Board matters.
- Completes expense and mileage reports, and credit card reconciliations.
- Works closely with the Executive Director to keep them well informed of upcoming commitments and responsibilities, following up appropriately. Anticipate CEO's needs in advance of meetings, conferences, etc.
- Coordinates team meetings and staff retreats and assists with staff meetings as needed.
- Provides a bridge for smooth communication between the Executive Director and staff, demonstrating leadership to maintain credibility, trust, and support with the Team.

- Completes a broad variety of administrative tasks that facilitate the Executive Director's ability to effectively lead the organization, including assisting with special projects; preparing information for meetings with staff and outside parties; composing correspondence; ordering supplies, responding to general inquiries, and maintaining contact lists and following up with contacts made by the Executive Director to cultivate ongoing relationships.
- Evaluates and assists in developing office procedures for improved workflow and anticipates future needs as organization grows. Assists in the selection of vendors and purchases equipment, services, and supplies necessary for operations.
- Provide event management support as requested.
- Coordinates and collaborates with teams to meet overall organizational goals.
- Other duties as assigned.

## **QUALIFICATIONS**

### **Required Skills/Abilities:**

- Experience in nonprofit and philanthropic sectors.
- Excellent verbal and written communication skills.
- Excellent organizational skills and attention to detail.
- Excellent time management skills with a proven ability to meet deadlines.
- Ability to function well in a high-paced and at times stressful environment.
- Sound judgment, integrity, humility, and respect for confidentiality.
- Extremely proficient with Microsoft Teams/Sharepoint, Microsoft 365 (Word, Excel, Outlook, Powerpoint), GoogleSuite, Zoom, and the ability to learn new or updated software.
- Experience in Contact Relationship Management (CRM) systems required. (Experience with EveryAction preferred).
- Willingness and ability to travel on occasion.
- Ability to work remotely during COVID pandemic.
- Ability to communicate via phone and work at a computer for extended periods of time.
- Ability to work at a computer workstation in an ergonomically correct environment.
- Ability to work evenings and weekends when needed.

### **Education and Experience:**

- At least four years of related experience required.

### **Valued and Non-Essential Education, Experience, Knowledge, Skills, and Ability**

- Knowledge of Asian American and Pacific Islander populations strongly valued.
- Direct experience working with immigrant and refugee communities, communities experiencing language barriers or that are predominantly Limited English Proficient, or culturally isolated an asset.
- Fluency in an Asian or Pacific Island language an asset.

**Benefits:** Comprehensive benefits package that includes 100% employer-paid health, dental, and vision insurance for employees (and their families). Employees can enroll in 401k retirement plan and are eligible for a 3% automatic contribution and up to a 3% employer match on 401k contributions. Employees are also eligible for pre-tax transportation benefits.

Employees will receive 120 hours of vacation time, 80 hours of health leave, up to 2 days of casual leave, and 20 hours of volunteer leave annually. Employees will also receive 13 paid holidays throughout the calendar year. Employees are eligible for 12 weeks of paid family and medical leave after 90 days of employment.

## **HOW TO APPLY**

1. Please submit the following documents to: [opportunities@aapifund.org](mailto:opportunities@aapifund.org)
  - a. Cover letter explaining your interest in this position.
  - b. Resume
2. Include “Executive Assistant” in the subject line of your email
3. Attach files in a PDF or Word format, LastName\_FirstName\_CL/Resume. Applications will be accepted on a rolling basis until filled.

## **Hiring Statement**

The AAPI Civic Engagement Fund is a project of New Venture Fund (NVF), a 501(c)(3) public charity that incubates new and innovative public-interest projects and grant-making programs. NVF is committed to attracting, developing and retaining exceptional people, and to creating a work environment that is dynamic, rewarding and enables each of us to realize our potential. NVF’s work environment is safe and open to all employees and partners, respecting the full spectrum of race, color, religious creed, sex, gender identity, sexual orientation, national origin, political affiliation, ancestry, age, disability, genetic information, veteran status, and all other classifications protected by law in the locality and/or state in which you are working.

## **COVID-19 Policy**

*To center the safety and well-being of its employees, New Venture Fund requires that any employee who is required to conduct in-person activities for their job must be fully vaccinated against COVID-19 within four weeks of their start date. This position may require candidates to be fully vaccinated against COVID-19. Accommodation may be sought and approved in accordance with the law by contacting human resources at [HR@newventurefund.org](mailto:HR@newventurefund.org).*