



Job Title: Executive Assistant
Department: Administration
Reports To: Executive Director
FLSA Status: Salary, Exempt, Full-Time
Salary Range: \$3,120.00 – \$4,583.25 per month
Location: San Gabriel, CA

Basic Function:

The Executive Assistant will work under general supervision exercising discretion and professional judgment in both internal and external communications supporting senior management. S/he will support executive office operations including coordination of meetings, interacting with supporters, document flow management and contract monitoring under the direct supervision of the Executive Director.

Responsibilities:

1. Support the Executive Director with internal and external communications;
2. Organize and maintain the Executive Director calendar including contract monitoring;
3. Work with the Executive Director and Board of Directors on donor development and fundraising;
4. Organize internal and external meetings, site visits, events and other logistics;
5. Maintain quality communications, documentation, and filing systems including document flow, management and archiving;
6. Attend and record minutes of Board of Directors, Executive Team and other meetings;
7. Attend required meetings, trainings, events, and activities on-site or off-site as needed;
8. Work on a flexible schedule that includes evenings and weekends; and
9. Other related duties as assigned by supervisor, or as identified in program manuals or funding source contracts.

Required Education, Training & Skills:

1. Bachelors Degree or equivalent experience;
2. Ability to work independently under general supervision;
3. Proven project management and delivery experience;
4. Ability to manage up, anticipate, coordinate and facilitate with colleagues;
5. Ability to handle sensitive and confidential situations with diplomacy;
6. Demonstrated ability to manage multiple tasks and complex logistics in a high pressure environment;
7. Excellent inter-personal skills including verbal & written communications;
8. Excellent organizational skills, attention to detail and follow-through;
9. Excellent computer, technology and electronic communication skills;
10. Fundraising experience with individual donors and/or events;
11. Experience working with diverse communities and organizations; and
12. Must have a valid California driver's license, excellent driving record, reliable transportation and auto insurance.

Preferred Education & Training:

1. Bilingual in Mandarin, Cantonese, Vietnamese, or Spanish; and
2. Experience working in or with non-profit organizations and a passion for youth and families;
3. Experience working as an Executive Assistant or other high level support position.

Please send a cover letter, resume, and salary history along with 3 references to careers@asianyouthcenter.org.

AYC is an Equal Employment Opportunity Employer and adheres to hiring practices in accordance with Federal and State regulations.