

Position
Executive Assistant
Classification
Exempt, Full-time
Pay
\$85,000 - \$100,000
Position summary:

The Executive Assistant provides a high level of administrative and clerical support to Common Counsel Foundation's Executive Director and the organization's Board of Directors. This position handles communications and project management that requires a considerable amount of tact, diplomacy, discretion and judgment, and is responsible for supporting and managing many of the executive functions of the organization. The Executive Assistant reports to the Executive Director and is a hybrid position based in Oakland, CA.

Responsibilities include:
Executive and Organizational Support (80% of time)

- Supports the agenda creation and records meeting notes for Management Team
- Handles the scheduling, note taking, communications and materials related to various internal and external meetings on behalf of the Executive Director
- Manages the logistics for various gatherings, including but not limited to travel planning support, site and catering logistics, and communication with attendees related to the gathering
- Leads administrative projects as needed, including but not limited to; procedure documentation, process management and copy editing
- Manages and processes expense reporting for the Executive Director
- Manages the Executive Director's calendar
- Drafts various internal communications on behalf of the Executive Director
- Conducts research and provides analysis as needed
- May be assigned to support various internal organization projects or committees such as a strategic planning process

Board of Trustee Support (15% of time)

- Prepares Board meeting packets and coordinates the collection of needed materials
- Attends the Board of Trustee meetings and records official meeting minutes
- Manages the scheduling and communications of the Board
- Maintains filing system for official Board and organizational documents, such as minutes, Board rosters and Conflicts of Interest statements

CCF Staff Participation (5% of time)

- Participates in full staff meetings and retreats, and occasionally serves on internally focused work groups to improve organizational processes and culture
- Collaborates with colleagues, engaging in productive communication and supporting a positive work culture



Candidates for the Executive Assistant position typically have /are:

- 3+ years experience in an executive assistant or comparable role
- Experience supporting a Board of Directors
- Excellent interpersonal, writing, and verbal communication skills
- Ability to exercise good judgment and independent decision making
- Proficiency with computer systems and databases including but not limited to Google Suite and MS Office
- Strong organizational and project management skills
- Willingness and ability to learn new platforms and systems
- Ability to maintain confidentiality
- Experience managing calendars for others
- Ability to manage multiple priorities
- Commitment to follow through & attention to detail
- Proactive and takes initiative with in their role
- Flexible and collaborative
- Previous nonprofit experience is desirable
- A passion for racial, social, environmental and economic justice plus a commitment to the CCF's mission and values
- Collaborates with colleagues in a respectful manner, prioritizing productive communication, patience, and a willingness to learn from the diverse histories and experiences of CCF colleagues
- Contributes to and supports CCF's organizational culture by being self reflective, and providing thoughtful and constructive feedback to colleagues

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All positions at Common Counsel involve frequent use of a computer and telephone. This position at times, may need to lift boxes and equipment. Reasonable accommodations can be made to enable individuals with differing abilities to perform the essential functions of their position.