



Executive Assistant/Board Liaison (Temporary/Part-Time) Position Description

Location: Irvine, CA
Reports To: Chief Executive Officer
Status: Temporary, Part-Time, Hourly, Non-Exempt; \$31.79 - \$35.53/hour (DOE)
Schedule: Monday – Friday, 25 hours/week; 10:00am – 3:00pm (*schedule may vary based on needs*)

Would you like to go to work knowing that every day you'll be making a real difference in the lives of community members in Orange County? At Second Harvest Food Bank that's exactly what you'll be doing – contributing to our mission to provide food for those who need it. You'll be working alongside team members who are committed to living out the Food Bank's core values of **Integrity & Accountability, People First, Compassion, Purpose Driven, and Stewardship**. **Come join our upbeat, collaborative team who are improving lives every day.**

About Second Harvest Food Bank of Orange County

Second Harvest Food Bank's (SHFB) Vision: An Orange County with food and nutritional security for all. Our Mission: In collaboration with our partners, we provide dignified, equitable and consistent access to nutritious food, creating a foundation for community health. Since 1983 we have been a source of food security for all members of our community when they need our help.

POSITION DESCRIPTION:

This role is temporary to cover a leave of absence, expected to last 4-5 months. The primary purpose of this role is to provide vital administrative support to the CEO, and Board of Directors, and the Executive Team. This role will report directly to the CEO and will be included and will record minutes/notes/assist with agenda preparation for Executive Team, Board and Committee meetings, as appropriate, to fulfill their duties.

ESSENTIAL JOB FUNCTIONS:

Supports and Facilitates Effective Relationships

- Ensures collaborative working relationships between and among Board Chair, the Board and Committee members, CEO and the Leadership Team.
- Manages all communication flow between members/board and the CEO; maintains the Board Portal.

Facilitates Effective Board Communications and Meetings

- Maintains discretion and confidentiality in communications with Board/Committee Members.
- Assists in coordinating the agenda and meeting logistics for Board meetings, Executive Committee meetings, CEO and Executive Team meetings in collaboration with Executive Assistant to the COO.
- Works with CEO to support development and distribution of meeting materials and committee packets.
- Prepare Board meeting minutes for approval by Board and recording by Board Secretary.
- Works with CEO and Board Chair to calendar Board events.

Project Management

- Works collaboratively with the leadership team to manage projects to support organizational priorities.

Executive Administrative Duties

- Completes a wide variety of administrative tasks for the CEO, including composing and preparing confidential correspondence, managing the CEO's calendar, and working with the Leadership team to ensure the CEO is effectively engaged in various forums.
- Creates, organizes, and maintains accurate electronic files and hardcopy folders.
- Prioritizes conflicting needs; handles matters expeditiously and proactively follows through on projects to successful completion, often with deadline pressures.
- Builds and maintains relationships with and information flow to external advisors and key stakeholders of the food bank.



PHYSICAL DEMANDS/ENVIRONMENTAL FACTORS:

- Ability to lift 20 pounds for meeting supplies or equipment, as needed.
- Occasional driving throughout Orange County for meetings.
- Extended periods of sitting while working on a phone and computer.
- Indoor office environment and warehouse environment with moderate noise at food bank location.

REQUIREMENTS:

Required Skills and Personal Attributes

- Expert-level written and verbal communication skills.
- High level of demonstrable customer service
- Demonstrated proactive approaches to problem-solving with strong decision-making capability.
- Strong organizational skills that reflect the ability to perform and prioritize multiple tasks seamlessly with excellent attention to detail.
- Highly resourceful team player with the ability to be effective independently.
- Solid interpersonal skills and the ability to build relationships with stakeholders, including staff, Board Members, external partners, and vendors.
- Proven ability to handle confidential information with discretion, be adaptable to various competing demands, and demonstrate the highest level of professionalism, service and response.
- Ability to meet deadlines in a fast-paced environment.
- A forward-looking thinker who actively seeks opportunities and proposes solutions.

Education and Experience Requirements

- Bachelor's degree preferred.
- Minimum of 3 years of experience supporting C-suite executives, preferably in a non-profit organization.
- Experience working with a Board of Directors is highly desirable.
- Experience/interest in communications, partnership development, and fundraising preferred.
- Proficient in Microsoft Office Suite (Outlook, Word, Excel, and PowerPoint), and Adobe Acrobat.
- Patience, curiosity, and a sustained willingness to change one's mind.

The above statements are intended to describe the general nature and level of work performed, rather than to be an exhaustive list of all duties, responsibilities, and skills required for the position. The position duties may be changed at any time at management's discretion. This position description is not intended to create contractual obligations of any kind.

To perform this job successfully, an individual must be able to perform each essential job function satisfactorily. The requirements listed above are representative of the knowledge, skills and/or abilities required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Second Harvest Food Bank of Orange County, Inc. is an Equal Opportunity Employer.