



**COMMUNITY BRIDGES**  
**PUENTES DE LA COMUNIDAD**

**Posted: June 3, 2016**  
**Initial Screening Deadline: June 24, 2016**  
**Open Until Filled**

**POSITION: ASSISTANT TO THE CEO**  
**BILINGUAL ENGLISH/SPANISH PREFERRED**

**PROGRAM: ADMINISTRATION**

**POSITION DESCRIPTION:**

Under general supervision by the CEO, is responsible for the management of highly-confidential and independent, technical and clerical support in a variety of areas, including but not limited to: the preparation of periodic and board governance reports and documentation; creating and editing correspondence, content creation, management of special projects in support of the CEO and the Board of Directors; performs additional tasks as assigned; requires a flexible work schedule, including periodic weekends and weeknights as requested.

**DUTIES AND RESPONSIBILITIES:**

1. As directed, completes a broad variety of administrative tasks for the CEO including: managing an active calendar of appointments; completing expense reports; composing and preparing correspondence to federal, state and local funding regulatory agencies; arranging complex agendas; compiling documents in compliance with agency policies; running work-related errands when necessary.
2. Gathers, compiles, organizes and prepares data, surveys, statistics and information independently to develop a variety of documents including: correspondence, reports, proposals, grants, memos, agendas, minutes, brochures, certificates, and flyers; copies and distributes as necessary.
3. Writes own and edits others' materials for clarity, grammar, and conciseness.
4. Is responsible for maintaining and developing an organized office system that includes filing, purchasing office supplies, meals and business materials in support of the CEO and Board of Directors.
5. Coordinates and chairs the committee for the annual Employee Appreciation/Holiday Party and assists the CEO in preparation; plans other staff occasions, including BBQs, potlucks, employee wellness events, etc.
6. Acts as liaison to the Board of Directors, members of the management team, agency programs, and staff, and communicates frequently with other community organizations; performs various functions for outside organizations as assigned by the CEO.

7. Schedules, prepares materials, and takes minutes for the Board of Directors, management team, Governance, Finance and Board Development/Advocacy Committee meetings, as well as any other meetings as requested, including confidential union negotiations.
8. Develops and maintains effective and respectful working relationships with a diverse group of individuals, such as staff and various members of the organization and the public, including funders, governmental and community organizations, and others in regular contact with the administration department.
9. Supports the agency and CEO by maintaining agency email list, including creation and deletion of emails for new or terminated employees.
10. Assists the Human Resources Department as requested, including recruitments, job postings, interview panels, reception coverage, and more.
11. Uses appropriate judgment and discretion when dealing with information gained during the course of work; maintains confidentiality at all times.
12. Prioritizes conflicting needs; handles matters expeditiously, proactively, and follows through on projects to successful completion, often with deadline pressures.
13. Drives a motor vehicle incidental to the performance of the work.

*Job descriptions are intended to be illustrative only.*

### **EMPLOYMENT STANDARDS:**

#### ***Knowledge:***

- of standard administration practices and procedures, with particular reference to a nonprofit community based setting;
- of professional office practices and procedures;
- of personal computers and various programs, including MS Word, Excel, PowerPoint and Publisher;
- of proper grammar, spelling, punctuation and correspondence format;
- of methods of collecting, organizing and presenting data and information; and
- of the principles and techniques of procedures and systems analysis.

#### ***Skill:***

- in providing technical administrative support in a variety of areas;
- in researching and analyzing policies, procedures, regulations and rules, and in preparing reports;
- in typing at a rate of 45 WPM from printed copy;
- in independently preparing and maintaining a variety of documents;
- in communicating information clearly and concisely and in preparing clear and concise written reports;
- in effectively organizing assigned tasks and work within deadlines;

- in dealing tactfully, cooperatively and effectively with agency staff members, members of the Board of Directors, agencies, community organizations, elected officials, representatives of funding sources, donors, contractors, governmental and regulatory bodies, and the public, including people from different racial, ethnic and cultural groups and from different backgrounds and lifestyles.

**MINIMUM QUALIFICATIONS:**

- A bachelor's degree in business, public administration, community studies or related field preferred.
- Must have strong writing skills, organizational skills and experience in Word, PowerPoint, and Excel.
- IT/technical experience a plus.
- Must have at least 1 year of demonstrated experience in performing similar work, preferably in a public or non-profit setting.

**OTHER REQUIREMENTS:**

- Bilingual English/Spanish preferred but not required.
- Must be willing to work occasional weekends and evening hours as needed.
- Must have a valid CA driver's license, have access to drive a motor vehicle incidental to the performance of the work, and be insured.
- Must be able to work at a computer for full workdays; some routine lifting and reaching requirements. Must be able to lift up to 25 lbs.
- Must pass a criminal background check and maintain a clean record.

**RATE OF PAY AND HOURS:**

- This is a regular, confidential, non-exempt, 40 hour/week position.
- Hours are typically Monday-Friday, with requirement to attend monthly Board meetings in the evening, along with some other evening and weekend hours.
- The starting rate of pay is \$16.66-\$22.98/hr, depending on background & experience (plus \$0.40/hr bilingual differential after passing a test administered by the HR Department).
- Regular on-site attendance is required.

**BENEFITS:**

- For employee: shared cost medical, dental, vision, & life insurance. This benefit package is valued at \$7K/year.
- First year: 12 vacation days and 13 holidays, with accrual based on 40 hr/wk.
- Sick leave: Eight hours/month, with accrual based on 40 hr/wk.
- May be eligible to earn up to 4 Wellness Floaters per year after satisfying all eligibility requirements.
- 1 Birthday Floater after satisfying all eligibility requirements.

- 401(k) Retirement Plan: Agency matches employee contribution up to 1% of annual salary upon completion of six month employment, effective during open enrollment period.
- Flexible Spending Account (FSA).
- Dependent Care Reimbursement Program.
- Paid lunch.

**TO APPLY:**

- Please submit your Community Bridges application by email (hr@cbridges.org), fax (831-688-8302) or in person. All applications received by Friday, June 24, 2016 will be reviewed in an initial screening. After that date, applications will be accepted until the position is filled.
- Resumes can be submitted but will not be accepted in lieu of an employment application.
- The application may be downloaded at: <https://communitybridges.org/employment/>
- If applicable, please submit any college transcripts, licenses, and/or certificates as an attachment to your application.

**COMMUNITY BRIDGES IS AN EQUAL OPPORTUNITY EMPLOYER.**

**Applicants shall not be discriminated against because of age, ancestry, color, religious creed, denial of Family and Medical Care Leave, disability (mental and physical), marital, familial or parental status, medical condition, genetic information, military and Veteran status, national origin (including language use restrictions), race, sex (which includes pregnancy, childbirth, breastfeeding and medical conditions related to pregnancy, childbirth or breastfeeding), gender, gender identity, and gender expression, political affiliation or sexual orientation.**