



Personal Assistant to Executive Director/Office Manager
Grandma's House of Hope
www.GrandmasHouseofHope.org

Please send resume and cover letter to jenet@grandmashope.org

The ideal candidate will be experienced in handling a wide range of administrative and executive support related tasks and will be able to work independently with little or no supervision. This person must be exceedingly well organized, flexible and enjoy the administrative challenges of supporting a fast growing non-profit charity that serves uniquely challenged women in crisis and hungry children in Orange County.

The ability to interact with staff (at all levels) in a fast paced environment, often under pressure, remaining flexible, proactive, resourceful and efficient, with a high level of professionalism and confidentiality is crucial to this role. Expert level written and verbal communication skills as the position has direct contact with all levels of donors, city officials, federal agencies and high volume of volunteers. Strong decision making ability and attention to detail are equally important. The executive assistant is often the first person visitors speak to, so it's a position that requires poise and people skills- an outgoing personality and sense of humor is a must!

MUST HAVE:

- 2-5 years experience supporting at the executive level
- Office management skills including book keeping and knowledge of Quick Books
- Excellent calendar management skills, including the coordination of monthly board meetings
- Experience successfully creating and/or modifying processes
- Knowledge of MS Office, including Word, Excel, PowerPoint and Outlook
- Support experience in non-profit services and donor relations
- The ability to exercise good judgment and be discrete in protecting confidential information
- Passion for GHH's mission and stated goal

STRONGLY PREFER:

- Basic knowledge of Human Resources
- Bachelor's degree

Compensation \$\$11-\$13 per hour /30-35 hours per week

Location: Grandma's House of Hope office in Santa Ana, CA

This Position will:

- Be responsible for heavy calendar management, requiring interaction with both internal and external staff and board members, as well as community partners, to coordinate a variety of complex executive and board meetings
- Supervise Administrative Interns and Vista Volunteers
- Daily book keeping as needed to support Accounting
- Manage Human Resources /Track insurance policies and workman's comp claims
- Research and order office supplies and maintain office equipment
- Answer phones and direct all incoming calls to appropriate party promptly and efficiently
- Communicate and handle incoming and outgoing communications on behalf of GHH
- Assist ED with preparation of presentation materials
- Review and summarize miscellaneous reports, insurance and other documents; prepare background documents and outgoing mail as necessary
- Assist in volunteer coordination and event coordination as necessary
- Attend meetings on ED's behalf as needed
- Prioritize and manage multiple projects simultaneously, and follow through on issues in a timely manner
- Arrange travel schedule and reservations for executive management as needed
- Perform other duties as needed

Applicants should email resume and separate cover letter to: jenet@grandmashope.org No phone calls please!