



Santa Maria ◦ Santa Barbara ◦ Oxnard

JOB OPPORTUNITY

Executive Assistant, FT

Job Description

BRIEF HISTORY

Future Leaders of America (FLA) began as a grassroots response to the lack of Latinx role models in Oxnard, California. For 40 years, FLA has provided over 9,400+ low-income Latinx youth and their families with personal and leadership development, educational experiences, and advocacy training in Ventura and Santa Barbara County. FLA has worked tirelessly to develop strong communities through youth leadership, advocacy, and positive role modeling.

MISSION

FLA develops youth resiliency and leadership to create long-lasting systemic change by empowering and mobilizing youth leaders to advocate for policies that improve their lives and the lives of their peers and their communities.

TARGET POPULATION

FLA is a critical community resource dedicated to enhancing the cultural and educational experiences of Latinx youth on the Central Coast. We believe that when the voices, experiences, and histories of Latinx youth are recognized, the opportunity for self-development emerges and the foundation for critical thinking in leadership forms. FLA actively serves and welcomes all youth through a peer-to-peer leadership curriculum that is responsive to the diverse Latinx experience on the Central Coast.

JOB DESCRIPTION

FLA is seeking an Executive Assistant to the Executive Director. The Executive Assistant provides executive support in a one-on-one working relationship. The Executive Assistant serves as the primary point of contact for internal and external constituencies on all matters pertaining to the Office of the Executive Director. The Executive Assistant also provides administrative support at all Board, committee, and staff meetings. The Executive Assistant also coordinates executive outreach and external relation efforts and executes special projects, including finance and record/data management. The Executive Assistant handles confidential information and communication of the organization to support the Executive Director.

The Executive Assistant must be creative and mission-driven, exercise good judgment in various situations, have strong written and verbal communication skills, be detail orientated and organized, and maintain a realistic balance among multiple priorities. The Executive Assistant will work independently on projects, from conception to completion, and must be able to work under pressure at times to handle various activities and confidential matters with discretion.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Executive Support

- Completes a broad variety of administrative tasks for the Executive Director, including managing an extremely active calendar of appointments, completing expense reports, composing and preparing correspondences, arranging complex and detailed travel plans, itineraries, and agendas; compiling documents for travel-related meetings.
- Plans, coordinates, and ensures the Executive Director's schedule is followed and respected. Helps prioritize appointments and facilitate delegation across the entire team.
- Communicates directly and on behalf of the Executive Director, with Board members, donors, Foundation staff, and others, on matters related to the Executive Director's initiatives.

- Researches, prioritizes, and follows up on incoming issues, and concerns addressed to the Executive Director, including those of a sensitive or confidential nature. Determines appropriate course of action, referral, or response.
- Works closely and effectively with the Executive Director to keep them well informed on upcoming commitments and responsibilities and follow up appropriately. Acts as a “barometer,” having a sense of the issues taking place in the workplace and keeping the Executive Director updated.
- Successfully completes critical aspects of deliverables with a hands-on approach, including drafting acknowledgment letters, personal correspondence, and other tasks that facilitate the Executive Directors’ ability to lead the organization effectively.
- Prioritizes conflicting needs; handles matters expeditiously, proactively, and follows through on projects to successful completion, often with deadline pressures.

Board Support

- Takes minutes and coordinates meeting logistics and scheduling.
- Assists Board members with travel arrangements, lodging, and meal planning as needed.
- Maintains discretion and confidentiality in relationships with all Board members.
- Arranges Board and committee packets in preparation for meetings.

Communication, Partnerships, and Outreach

- Ensures that the Executive Director’s biography is kept updated and responds to requests for materials regarding the Executive Director and the organization in general.
- Edits and completes the first drafts for written communication to external stakeholders.
- Provides administrative assistance, such as writing and editing e-mails, drafting memos, and preparing communications on behalf of the Executive Director.
- Sorts written correspondences to the Executive Director.
- Answers phone calls to the Office of the Executive Director politely and professionally.

Special Projects and Strategic Initiatives

- Works with the Executive and Development Team on coordinating the Executive Director’s outreach activities.
- Follows up on contacts made by the Executive Director and supports the cultivation of ongoing relationships.
- Supports with accounting, such as reviewing classifications and preparing for annual audit

Other

- Support the Executive Director in purchasing and mailing gifts/flowers/gift cards to donors, Board members, and direct reports
- Other duties as assigned.

Qualifications

- Strong organizational skills that reflect the ability to seamlessly perform and prioritize multiple tasks with excellent attention to detail.
- Solid interpersonal skills and the ability to build relationships with stakeholders, including staff, Board members, external partners, and donors.
- Expert-level written and verbal communication skills.
- Demonstrated proactive approaches to problem-solving with strong decision-making capabilities.
- Emotional maturity.
- Highly resourceful team player, able to be extremely effective independently.
- Proven ability to handle confidential information with discretion, adapt to various competing demands, and demonstrate the highest customer service and response level.
- Demonstrated ability to achieve high-performance goals and meet deadlines in a fast-paced environment.
- Forward-looking thinker who actively seeks opportunities and proposes solutions.
- Strong bilingual skills in both English and Spanish
- Cultural awareness competency (first generation, Latinx Immigrant)

- Proven commitment to social justice (i.e., immigration, environmental, anti-blackness, LGBTQ+)
- Demonstrated commitment and passion for working with youth to provide access to education, and social justice
- Ability to drive between offices (Oxnard, Santa Barbara, Santa Maria)
- Knowledge of Central Coast donors and fundraising climate preferred
- Sense of humor, creative thinker, and a risk-taker

EDUCATION AND EXPERIENCE REQUIREMENTS

- Associate or Bachelor's degree; or two years of experience in a similar field.
- Experience supporting C-Level Executives is essential.
- Tech savvy – has skills beyond basic digital literacy (Outlook, Word, Excel, PowerPoint) is a must.
- Must have a valid CA driver's license and a clean driving record.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to perform the essential functions of this job successfully. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

SCHEDULES

Our work schedules vary, primarily according to our programming schedule. You and your supervisor typically plan weekly work schedules up to a week in advance. Because we are a youth services organization, most of our programming occurs after school hours. You must understand and anticipate that your schedules will vary.

AT-WILL EMPLOYMENT

It is important to note that employment with FLA is based on mutual consent, is for an unspecified term, and is considered employment-at-will. Accordingly, either you or FLA - with or without cause or advance notice - can terminate the employment relationship at any time. Future Leaders of America, Inc. also has the right to change the terms and conditions of your employment with or without notice, including but not limited to termination, demotion, promotion, transfer, compensation, benefits, duties, and location of work.

OTHER REQUIREMENTS

Individuals must have a valid driver's license with insurance and dependable access to a car to drive for work. All offers are contingent on the successful completion of a background check, which includes a Livescan check through the Department of Justice.

Compensation Range:

\$24-\$25 per hour, dependent on relevant experience.

- FLA offers a benefits package for our full-time employees, including:
- Paid vacation and sick time
- 100% of health insurance coverage and 75% of domestic partners and dependents
- Ongoing professional training in major gifts solicitation
- A commitment to work-life balance and a fun, self-driven working environment

REPORTS TO: Executive Director

LOCATION: Santa Maria with frequent travel to Santa Barbara and Oxnard

STATUS: FULL-TIME, NON-EXEMPT

To apply, please email a cover letter and resume by Friday, August 26, 2022, to Nick Razo, Operations Manager, at: jobs@futureleadersnow.org. Subject: Executive Assistant Position

Future Leaders of America, Inc. is deeply committed to fostering equal opportunity in employment and encourages applications from individuals of diverse racial, ethnic, and cultural backgrounds and representing all genders, ages, beliefs, and identities.