**JOB POSTING**

**EXECUTIVE ASSISTANT/SECRETARY TO THE BOARD**

Founded in 1888, the Los Angeles Area Chamber of Commerce (LAACC) represents the interest of business of the Los Angeles region. As the region’s largest business organization, with more than 1,500 member companies, the Chamber’s mission is to champion economic prosperity and quality of life in the L.A. region by being the voice of business, promoting collaboration and helping members grow. Our work revolves around policy advocacy, leadership development, technology, international trade, education and workforce development and business development programs.

The L.A. Chamber is the Advocate for Business and serves as a leader, an influencer and catalyst to create value for our members and amplify impact through collaborating, connecting and convening. For more information, visit [www.lachamber.com](http://www.lachamber.com).

**Position**

Reporting directly to the President and CEO, 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 President. The Executive Assistant also serves as a liaison to the board of directors and senior management teams; organizes and coordinates executive outreach and external relations efforts; and oversees special projects.

This position is a full-time (40 hours per week), exempt salaried position with full benefits including accrual of 10 paid sick days annually, approximately 15 paid holidays, and vacation starting at an accrual rate of 10 paid days per year; 100 percent employer paid Medical/Dental/Vision Insurance for employee only; 3 percent employer contribution to 401(k); Flexible Spending Accounts (FSA); Long Term Disability; Life Insurance; and Metro commuter/transportation benefits; 529 College Savings Plans; Employee Assistance and Wellness programs.

**Essential Duties and Responsibilities:**

**Executive Support**

- Completes a broad variety of administrative tasks for the President and CEO including: managing an extremely active calendar of appointments; completing expense reports; composing and preparing correspondence that is sometimes confidential; arranging complex and detailed travel plans, itineraries, and agendas; and compiling documents for travel-related meetings.
- Plans, coordinates and ensures the CEO's schedule is followed and respected. Provides "gatekeeper" and "gateway" role, creating win-win situations for direct access to the CEO's time and office.
- Communicates directly, and on behalf of the President and CEO, with Board members, donors, Foundation staff, and others, on matters related to CEO's programmatic initiatives.
- Researches, prioritizes, and follows up on incoming issues and concerns addressed to the President, including those of a sensitive or confidential nature. Determines appropriate course of action, referral, or response.
- Provides a bridge for smooth communication between the President's office and internal departments; demonstrating leadership to maintain credibility, trust and support with senior management staff.
- Works closely and effectively with the CEO to keep him/her well informed of upcoming commitments and responsibilities, following up appropriately. Acts as a "barometer," having a sense for the issues taking place in the environment and keeping the President updated.
• Coordinates and assists with LA Jobs PAC meetings, minutes and candidate interviews.
• Utilizes the Chamber’s CRM system to maintain accurate contact records for Board members, business prospects and President’s contact notes.
• Successfully completes critical aspects of deliverables with a hands-on approach, including drafting acknowledgement letters, personal correspondence, and other tasks that facilitate the CEO’s ability to effectively lead the company.
• Prioritizes conflicting needs; handles matters expeditiously, proactively, and follows-through on projects to successful completion, often with deadline pressures.

**Board Support and Liaison**

• Serves as the President's administrative liaison to Los Angeles Area Chamber of Commerce Board of Directors.
• Maintains discretion and confidentiality in relationships with all board members.
• Responsible for the compilation of agendas and supporting documents for Board, Executive and Nominating committee meetings; assists other committees and groups in collaboration with other departments. Transcribes all meeting minutes for the Finance, Executive, Board of Directors and LA Job PAC.
• Maintains all corporate records for the organization.
• Adhere to compliance with applicable rules and regulations set in bylaws regarding board and board committee matters, including advance distribution of materials before meetings in electronic/paper format.

**Senior Management Liaison**

• Participates as an adjunct member of the Executive Team including assisting in scheduling meetings and attending all meetings.
• Assists in coordinating the agenda of senior management team meetings and off-sites and all-staff retreats. Ensures that the President's bio is kept updated and responds to requests for materials regarding the President and the organization in general.
• Works with the Senior Management team in coordinating the President's outreach activities.
• Follows up on contacts made by the President and supports the cultivation of ongoing relationships.

**Requirements**

• Strong organizational skills that reflect ability to perform and prioritize multiple tasks seamlessly with excellent attention to detail
• Very strong 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 capability
• Emotional maturity
• Highly resourceful team-player, with the ability to also be extremely effective independently
• Proven ability to handle confidential information with discretion, be adaptable to various competing demands, and demonstrate the highest level of customer/client service and response
• 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

**EDUCATION:**

• Associate’s or Bachelor’s degree preferred.
• High School Diploma Required
EXPERIENCE/EQUIVALENT TO:

• Strong work tenure: five to 10 years of experience supporting C-Level Executives, preferably in a non-profit organization or corporate setting.
• Experience and interest in internal and external communications, partnership development, and fundraising
• Proficient in Microsoft Office (Outlook, Word, Excel, and Power Point), Adobe Acrobat, and Social Media web platforms.

Supervisory Responsibility:
This position has no supervisory responsibilities.

Working Conditions/Physical Demands:
The physical demands described are representative of those that must be met by the employee to successfully perform the essential functions of this job. The Los Angeles Area Chamber of Commerce provides reasonable accommodation to enable individuals with disabilities to perform the essential functions. This position requires:

• Work that may be performed in an intense, fast-paced office environment, depending upon assignment.
• Requires reliable transportation to attend off-site meetings and events.
• Requires ability to understand verbal communication and to respond effectively.
• Positions in this class typically require: reaching, typing, grasping, feeling, talking, hearing, seeing, standing for long periods of time and repetitive motions in computer use.
• Requires learning and adapting new software.

The Los Angeles Area Chamber of Commerce is an equal opportunity employer, dedicated to promoting a culturally diverse workforce. All Qualified applicants will receive consideration for employment without regards to race, color, religion, gender, or national origin.

We will consider for employment all qualified Applicants, including those with Criminal Histories, in a manner consistent with the requirements of applicable state and local laws, including the City of Los Angeles’ Fair Chance Initiative for Hiring Ordinance.

If interested in applying, please email your resume and cover letter to resume@lachamber.com. Please include in the subject line of the email: “Executive Assistant.”