



## **JOB ANNOUNCEMENT**

**Title: Executive Assistant**

**Reports to: Executive Director**

**Location: Emeryville, CA**

**Salary: DOE**

**Type: Full-time/exempt**

**Deadline:** Open until filled. Qualified applicants will be screened and advanced on a rolling basis. First application review will be on October 1st.

### **About Gender Spectrum**

Gender Spectrum is a non-profit founded in 2007. We are a national leader focused on addressing issues related to children, youth and gender, with a mission to create a gender-inclusive world for all. To accomplish this, we help families, organizations, and institutions increase understandings of gender and consider the implications that evolving views have for each of us.

### **About the Executive Assistant Position**

We are seeking a dynamic individual to join our team as an Executive Assistant (EA), reporting to the Executive Director and providing administrative support to additional members of the leadership team. The EA works independently, performing a wide range of complex and confidential administrative and clerical support duties. Excellent communication and interpersonal skills are required. Interaction with staff, constituents, customers and donors, requiring a high degree of diplomacy, confidentiality, independence and judgment, is a regular part of the responsibilities for this position. The EA must have an understanding and appreciations of diverse gender and cultural experiences.

### **What You'll Be Doing**

- Utilize our CRM system to capture information and create/ produce reports as needed
- Effectively compose correspondence, monitor external/internal communications, and bring critical issues to the immediate attention of the appropriate team member
- Generate proposals
- Schedule and manage executive's calendars
- Arrange and coordinate travel logistics
- Coordinate meetings and events
- Help prepare presentations and necessary supporting documentation for internal and external audiences, including board of directors' meetings
- Proofread and edit documents
- Perform basic research and summarize findings

- Create and maintain filing system(s)
- Track action items, open issues, and follow-ups from meetings or projects
- Special projects, as needed
- Other duties as assigned

## Qualifications

- Attention to detail and proven ability to perform tasks with a high degree of accuracy
- Willingness to work in a start-up like environment and be a team player
- Willingness to assist wherever needed
- Ability to maintain confidentiality of sensitive and private data
- Ability to approach situations and challenges with a sense of humor
- Ability to represent the organization in a professional manner and to establish and maintain professional communication with the general public, Gender Spectrum community, and team members
- Understanding of diverse identities and cultures, and the ability to successfully interface with people with cultural humility and sensitivity
- Mature, professional, and reliable with a strong personal integrity
- Ability to manage multiple tasks and meet deadlines
- Excellent organizational skills
- Impeccable communication skills, both verbal and written
- Detail-oriented with excellent analytical skills
- Proficiency in Microsoft Office/Google Suite
- Non-profit and/or small company experience preferred
- Bilingual or multilingual skills a plus

## Requirements

### *Education Requirements*

College degree desired; equivalent experience in-lieu of a college degree acceptable.

### *Experience*

A minimum of 5 years of high-level executive administrative assistant experience is required.

**Gender Spectrum is an equal opportunity employer and we value diverse perspectives and experiences at our organization. We do not discriminate on the basis of race, religion, color, national origin, gender, sexual orientation, age, marital status, veteran status, or disability status. People of color and gender-diverse people strongly encouraged to apply.**

Please send a cover letter and resume to: [hr@genderspectrum.org](mailto:hr@genderspectrum.org)

**Note:** Due to the high volume of applications we receive, we will not be able to contact you unless you are being invited for an interview. If you have not heard from us, then we have determined that you do not meet the essential qualifications and requirements for the position.