



California School-Based Health Alliance is Hiring an Executive Assistant!

Position Title: Executive Assistant

Classification: Exempt salaried

Hours: Full Time (40 hours per week)

Location: This full-time position is predominantly remote and based in the SF Bay Area with some in-office meetings expected, with occasional travel to sites in the field, as well as conference and convening locations.

Reports to: Executive Director

Salary: \$58-65K commensurate with experience, very competitive benefits package

ABOUT US

California School-Based Health Alliance (CSHA) is the leading voice in California for the movement to put health care where kids are—in school. We are committed to school-based health as a strategy for increasing health equity and reducing educational disparities. We are also committed to developing school-based health practices that go beyond traditional medical care and incorporate public health approaches to changing the social determinants of health. We are advancing school-based health through advocacy, trainings, technical assistance, strategic communications and special events. Please review our website to learn more about our work: www.schoolhealthcenters.org.

POSITION SUMMARY

The Executive Assistant will work closely with the Executive Director, Leadership Team and engage with the Board of Directors. The Executive Assistant will have a strong sense of teamwork with the ability to work both independently and as part of a team; ability to prioritize; demonstrate flexibility and good judgment; hold confidential information with integrity; ambition to develop new skills; be highly organized, detail-oriented; and have excellent communication, and administrative skills. The Executive Assistant will play a key role in contributing to the effectiveness and efficiency of CSHA core programs and operations.

ESSENTIAL FUNCTIONS

Administrative:

- Manage process and logistics for internal staff meetings and activities (e.g. calendar, minutes, material preparation, travel as needed, etc.)
- Primary contact for external inquiries, supplies, vendors and distribution of USPS mail
- Create, track, and process CSHA grants and contracts
- Order and track supplies and equipment, maintain office network, equipment, computers, telephone system, etc. Troubleshoot and coordinate with vendors as needed.
- Provide administrative support for Board meetings (logistics for meetings, note taking, etc.) and assist with travel and reimbursement requests
- Assist with job postings, hiring, and onboarding/offboarding staff

Program Support:

- Assist with planning and logistics for external program meetings and other events (e.g. agenda, materials preparation, point of contact, food, etc.) and other events as requested
- Coordinate web-based and in-person training: includes registration, evaluations, materials (as appropriate), online platform, communicating with participants, follow-up, etc.
- Assist with coordinating annual conference logistics, particularly registration and other duties as needed (e.g. tracking payments, preparing materials, evaluation, ordering of supplies)
- Support with Salesforce records for development campaigns, membership, and SBHC records
- Receive and assign technical assistance requests and log TA efforts in Salesforce, including running reports

Finance:

- Process receivables and make bank deposits
- Manage credit card usage and reconcile statements
- Review bills/expense claims and process for payment in bill.com
- Assist with annual audit

Other duties and responsibilities may be assigned. The duties and responsibilities listed are designed to provide typical examples of the work performed; not all duties and responsibilities assigned are included here.

IDEAL COMPETENCIES

- Minimum of 2 years relevant administrative or program assistant experience required
- Experience with Microsoft Office, Google Suite, and Zoom required
- Experience with Event Brite, Salesforce, bill.com, and/or Mail Chimp strongly preferred
- Bachelor's degree or equivalent experience preferred
- Demonstrated ability to manage complex tasks with a high degree of detail orientation
- Extremely reliable, embrace teamwork, demonstrate flexibility, and possess strong organizational skills
- Excellent customer service skills and a positive, can-do attitude
- Excellent analytical and organizational skills.
- Ability to exercise initiative and good judgment.
- Ability to plan and coordinate large and small events.
- Commitment to racial equity and supporting CSHA in being an anti-racist organization
- Experience or interest in education and/or health care strongly preferred
- Ability to travel, including overnights, and to work evening or weekend hours as needed.

How to Apply: Applicants should email a resume and thoughtful cover letter to jobs@schoolhealthcenters.org. Please include **Executive Assistant 2022** in the subject of your email. Only those being considered will be contacted. No phone calls please.

The California School-Based Health Alliance is an equal opportunity employer that actively pursues and hires a diverse workforce. All qualified applicants will receive consideration for employment without regard to age, ancestry, color, disability (mental or physical), gender identity or expression, genetic information, marital status, medical condition, military veteran status, national origin, political affiliation, pregnancy, race, religion or creed, sex, sexual orientation, or any other factor that is not related to the job.