



## EXECUTIVE ASSISTANT

### OUR MISSION

We exist to uplift Latinx families in East Palo Alto and the mid-peninsula through community education, leadership development, and advocacy.

### OUR VISION

Nuestra Casa envisions a vibrant East Palo Alto community united around shared values, a multicultural community working together to ensure that all its residents are integrated and have access to the American Dream. Our families pave the road for other generations to follow through their participation in civic engagement activities and collaborative community actions.

### WHO WE ARE

Nuestra Casa has been serving the needs of the immigrant Latinx population of East Palo Alto and surrounding communities since 2002. Our organization rose out of a community assessment conducted by a group of local activists who were concerned about the growing needs of the rising immigrant population. Today, Nuestra Casa is positioned as the premier Latinx serving nonprofit in our community. Over the past five years, our growth has allowed us to expand our services and programming into neighboring communities like Menlo Park (Belle Haven region), North Fair Oaks, and Redwood City. Through our advocacy efforts, we also reach other communities in San Mateo County.

At Nuestra Casa, we welcome our community to a place that feels like home. We stand by their side to help them navigate institutions, build people's power, and use their voice to shape a new, more equitable community. Our programs transform our leaders into advocates actively engaged in our local economy, school district, and civic life. Together, we will build a community that leaves no one behind.

**Position Summary:** Nuestra Casa is seeking an Executive Assistant to provide high-level administrative support to the Executive Director. Responsibilities include managing schedules, coordinating meetings and travel arrangements, handling correspondence, and preparing reports or presentations. This role offers a unique opportunity for professional growth and learning.

### **Essential Duties and Responsibilities:**

- **Calendar Management:** Schedule and coordinate appointments, meetings, and events for the executive. Manage the executive's calendar, ensuring efficient use of time and prioritizing important tasks.
- **Communication:** Screen and manage emails, and other communications. Draft and edit correspondence, reports, and presentations on behalf of the executive. Act as a liaison between the executive and internal/external stakeholders.
- **Travel Arrangements:** Make travel arrangements, including booking flights, hotels, and transportation. Prepare itineraries and ensure that travel plans align with the executive's schedule.

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- **Meeting Coordination:** Organize and coordinate meetings, including preparing agendas and necessary materials. Attend meetings, take minutes, and follow up on action items.
- **Document Management:** Organize and maintain documents, files, and records in both digital and physical formats. Ensure confidentiality and proper handling of sensitive information.
- **Research:** Conduct research on various topics as requested by the executive. Compile and present relevant information in a clear and concise manner.
- **Administrative Support:** Handle routine administrative tasks such as photocopying, scanning, and filing. Manage office supplies and equipment, ensuring a well-functioning work environment.
- **Project/Event Assistance:** Assist in the planning and execution of special projects and events (Open House and La Posada). Coordinate and collaborate with other team members as needed.

### **Reporting Responsibilities**

The Executive Assistant reports to the Executive Director and works closely with the Operations Manager.

### **Qualifications**

- Must be passionate about Nuestra Casa's mission.
- Bilingual/bicultural in English/Spanish.
- A Bachelor's degree in business administration or social science degree. Consideration will also be given to those who are currently working towards obtaining a degree.
- Strong organizational and communication skills.
- Ability to understand and apply information and acquired skills
- Ability to work effectively as part of a team.
- Flexibility to work evenings and weekends when needed.
- Strong computer skills, including Microsoft Office, Google Apps, and ability to troubleshoot basic software and computer equipment problems.
- Resourceful and forward-looking thinker, who actively seeks opportunities and proposes solutions.
- Demonstrated ability to achieve high-performance goals and meet deadlines in a fast-paced environment.
- Cultivate positive relationships with internal and external contacts.
- Adapt to changing priorities and handle multiple tasks simultaneously.
- Flexible and responsive to the dynamic needs of the executive and the organization.

### **Physical Demands**

The physical demands described here represent those that an employee must meet to perform this job's essential functions successfully. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties associated with this position, the employee is regularly required to walk, drive, stand, sit, and climb steps. The employee frequently is required to use hands and fingers to operate a computer keyboard, mouse, and telephone and talk and hear. The employee must occasionally bend, lift, and/or move up to 25 pounds.



Specific vision abilities required by this position include a vision to drive, vision to walk, close vision, peripheral vision, and the ability to adjust focus.

**Salary**

The Executive Assistant will pay \$28-\$31 an hour. This position is part-time 20-25 hours per week. Does not offer medical/dental/vision benefits or vacation time. Sick time is accrued according to CA standards. The position becomes permanent after successful completion of a 6-month probationary period. This hybrid position entails being onsite 1-2 days a week, with the majority tasks done remotely.

**APPLICATION PROCESS:**

All interested parties should submit a cover letter and résumé to [info@nuestracasa.org](mailto:info@nuestracasa.org).

*Nuestra Casa is an Equal Opportunity Employer.*

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