SAN DIEGO HUNGER COALITION JOB DESCRIPTION

Position Title: Executive Assistant
Reports to: CEO
Job Status: 40 hours per week; exempt position
Hiring Range: $55,000 to $70,000 (depending on experience)

Founded in 1974, the San Diego Hunger Coalition (SDHC) is a small yet highly influential nonprofit that leads coordinated action to end hunger in San Diego County. SDHC is the chief advocacy organization focused on improving access to and utilization of federal nutrition programs in San Diego County, with a focus on CalFresh (California’s name for SNAP or food stamps), school meals and other child nutrition programs. SDHC partners with nonprofit community-based organizations, schools, government agencies, healthcare providers and other advocacy organizations across the county and state to achieve the following goals:

- Build a more effective and interconnected system of hunger relief programs so that anyone facing hunger has ready and equitable access to enough healthy food assistance to see them safely through their time of need.
- Increase CalFresh participation by identifying and eliminating barriers to enrollment, so that all eligible families and individuals can purchase more healthy food. (CalFresh is California’s name for SNAP, the federal Supplemental Nutrition Assistance Program.)
- Ensure all children have year-round access to healthy food in their everyday environments by working with school districts and youth-serving organizations to expand school meals and other federal child nutrition programs where kids live, learn and play.
- Successfully advocate for better legislative and administrative policies to end hunger and increase access to healthy food.

The Hunger Coalition amplifies the voice and experience of the children, families and seniors in San Diego County who do not have enough food. We change conversations about hunger and equitable access to healthy food. We drive innovation to make healthy food available to all people through our leadership, research, tailored resources, and technical assistance to other nonprofits, grassroots coalitions, public officials, school districts, healthcare providers and more. SDHC’s action-oriented team is made up of motivated, skilled colleagues who are determined to end hunger in San Diego. The Hunger Coalition is committed to diversity, equity and inclusion. We value our staff, continued learning, flexibility, and a work/life balance.

PLEASE NOTE: The San Diego Hunger Coalition is currently working remotely five days a week with plans to move to hybrid in 2023.

Position Description:

San Diego Hunger Coalition (SDHC) is looking for an experienced Executive Assistant to support the CEO in our fast-paced, team-oriented environment. Reporting directly to the CEO, the Executive Assistant will enhance the organization’s effectiveness by managing correspondence, calendars and projects; ensuring completion of critical deliverables; and maintaining an efficient flow of information between the CEO, staff, Board of Directors, and external parties.
This role is ideal for someone who wants to put their project management and organizational skills to work for a great cause, as well as anyone interested in future nonprofit leadership. The executive assistant will provide administrative support to both the CEO and CFO/COO.

**Responsibilities:**

The Executive Assistant is responsible for but not limited to:

**Executive Support**

- Serves as trusted “gatekeeper” for direct access to the CEO’s time and to triage problems and reduce distractions, allowing the CEO to focus on advancing the Coalition’s mission and sustainability.
- Proactively manages the CEO’s calendar and email correspondence, bringing pertinent issues to the CEO’s attention in a timely, organized and succinct manner.
- Assists the CFO/COO with scheduling meetings and special projects, as requested.
- Communicates directly, and on behalf of the CEO, to maintain an efficient flow of information between the CEO, board members, staff, and external stakeholders.
- Researches, prioritizes, and follows up on incoming issues and concerns addressed to the CEO, including those of a sensitive or confidential nature; determines appropriate course of action, referral or response.
- Works with the Development Director to schedule donor and foundation stewardship meetings and ensures timely and appropriate follow up and ongoing correspondence.
- Provides the CEO and CFO/COO with background information, meeting summaries and/or supporting documents in preparation for scheduled appointments, meetings and speaking engagements.
- Coordinates events, meetings, and retreats for the Board of Directors, staff and advisory boards, and ensures that meeting materials and equipment are ready.
- Arranges detailed travel plans, itineraries and agendas.
- Handles CEO and CFO/COO credit card charges and receipts, and manages expense reports in a timely manner.
- Prioritizes conflicting needs; handles matters expeditiously, proactively, and follows through on projects to successful completion, often with deadline pressures.
- Participates as an adjunct member of the executive leadership team, including scheduling and attending meetings and ensuring follow up on all action items.
- Other duties as assigned.

**Board Support and Liaison:**

- Serves as the CEO’s administrative liaison to SDHC’s Board of Directors.
- Assists Board Chair and Directors with scheduling meetings, committee planning, and the orientation and onboarding of new board members.
- Responsible for scheduling board meetings, transcribing board meeting minutes, and ensuring advance preparation and follow through.
- Manages and maintains Board of Directors files.
- Maintains discretion and confidentiality in relationships with all board members.
• Adheres to compliance with applicable governance rules and regulations set in bylaws regarding Board of Directors and board committee matters, including advance distribution of materials before meetings in electronic/paper format.

Required Qualifications:

Knowledge, Skills and Abilities:
• Knowledge of the Executive Assistant role, mission, goals and objectives to carry out assignments independently and without detailed instructions.
• Candidate should carry a polished and professional demeanor with the highest ethical and professional standards.
• Ability to work closely and effectively with the CEO to keep her well informed of upcoming commitments and responsibilities, following up appropriately.
• Ability to communicate complex and sensitive information effectively both orally and in writing.
• High proficiency with proper spelling, grammar, punctuation, and sentence structure to ensure that written materials are complete, concise, and error-free.
• Strong interpersonal skills and a demonstrated ability to build and maintain relationships with diverse stakeholders of all ages, genders and abilities from all ethnic, social, economic and sexual orientation backgrounds.
• Ability to be a forward-thinker that takes a proactive approach to problem-solving and has strong decision-making capability.
• Ability to both be a highly resourceful team player and to work independently.
• Ability to handle confidential information with discretion and sound judgement.
• Ability to successfully establish priorities while juggling numerous competing and deadline-driven projects.

Experience/Education
• Must have at least two years’ work experience in the nonprofit sector. Experience with fundraising a plus.
• Must have at least two years of executive-level administrative support experience, preferably in the nonprofit sector.
• Must have high level of proficiency with Microsoft Office Suite (Outlook, Word, Excel, Teams, & PowerPoint). Experience using Canva, Zoom and Salesforce, a plus.
• Knowledge of board governance and experience working with boards of directors (practices and procedures), preferably in a nonprofit organization.
• Relevant project manager experience.

Preferred Qualifications:
• Bachelor’s degree or relevant experience.
• Bilingual in Spanish a plus.
• Bookkeeping/accounting experience.

Terms of Employment:
SDHC’s salary and benefit standards are competitive and will depend on qualifications and experience. Full benefits include 80% of healthcare premiums, 100% of Life Insurance premium, 401(k) with employer...
contribution after 6 months of employment, use of Paid Family Leave, and generous vacation and holiday time. This position may involve occasional travel or attendance at events during non-work hours.

**Application Process:**
Please submit your cover letter and resume to info@sdhunger.org and put the words “Executive Assistant” in the subject line. No phone calls please. **IMPORTANT: Applications without a cover letter will not be considered.**

*San Diego Hunger Coalition is an equal opportunity employer. We do not discriminate based on race, color, ethnicity, ancestry, national origin, religion, sex, gender, gender identity, gender expression, sexual orientation, age, disability, veteran status, genetic information, marital status or any legally protected status.*