LEAP (Leadership Education for Asian Pacifics) is a national, nonprofit organization founded in 1982 with a mission to achieve full participation and equality for Asian and Pacific Islanders (APIs). LEAP works to achieve this mission by: Developing People, because leaders are made not born; Informing Society, because leaders know the issues; and Empowering Communities, because leaders are grounded in strong, vibrant communities.

Guided by the philosophy: “Keep Your Values. Develop New Skills.®”, LEAP is focused on “uncapping talent” and filling the pipeline with Asian and Pacific Islander leaders across all sectors.

About the Role
LEAP is seeking an Executive Assistant to join our growing team and assist the President & CEO. Our ideal candidate will be highly organized and supremely detailed oriented yet with the ability to pivot quickly, communicate effectively, and convey a positive attitude. The role requires strong interpersonal and communication skills, ability to self-manage, resourcefulness, capability of maintaining and handling confidential information and comfort with a highly demanding, multi-tasking work environment.

Role and Responsibilities
• Completes a broad variety of administrative tasks for the President and CEO including:
  - Answering phones; managing an extremely active calendar of meetings, training and speaking engagements; maintaining files; composing and preparing correspondence, as requested; completing expense reports; arranging complex and detailed travel plans, itineraries, and agendas; compiling documents for meetings and running errands.
  • Maintain calendar, schedule and coordinate meetings, appointments, events, and training and speaking engagements; provide reminders and keep President & CEO informed of any changes.
  • Research, collect and analyze information and provide briefing documents in advance of meetings, events, training and speaking engagements, etc.
  • Communicate with program staff on details of CEO training and speaking engagements and coordinate production and preparation of CEO training program materials
  • Support CEO resource development activities including:
    - taking meeting notes; drafting and proofing proposals, marketing and fundraising presentations and collateral; providing client/donor research, briefs and follow up; and maintaining records of all business contacts
  • Manages Executive Director’s expenses including organizing receipts and submitting for reimbursement.
Executive Assistant

• Coordinate travel arrangements, including developing itineraries, coordinating meetings and appointments.
• Support the President & CEO’s work with the Board of Directors including:
  - Scheduling and coordinating of Board and Committee meetings; assisting in drafting of meeting agendas; creating meeting packets; producing, preparing and reviewing board materials, attending board meetings; taking and disseminating board meeting minutes; assisting with special events, and providing other materials as needed
• Serve as the CEO’s liaison to Board and internal/external stakeholders
• Build and maintain strong working relationships with the President & CEO, Board, and other staff
• Develop and implement an efficient documentation and filing system
• Provide general office support including:
  - Monitoring office and kitchen supplies; coordinating office maintenance, repairs, and IT support; troubleshooting office administrative challenges; reviews, organizes, prioritizes, routes and/or summarizes incoming mail;
• Perform other duties as needed and as assigned.

Position Requirements and Skills

• Bachelor or Associate’s degree (or comparable degree)
• Three (3)+ years of experience in a high-level administrative or executive assistant capacity supporting senior leaders/executives, required
• Experience working with a Board of Directors/Governing Board, preferred
• Strong organizational skills that reflect ability to perform multiple tasks seamlessly, prioritize and balance work, and meet deadlines - all with excellent attention to detail
• Self-motivation, resourcefulness, flexibility, and adaptability with the ability to think several steps ahead and anticipate needs and challenges
• Demonstrated ability to maintain confidentiality and discretion.
• Exceptional interpersonal skills, tact and diplomacy with the ability to develop and maintain cooperative and successful working relationships with a diverse range of stakeholders
• Excellent verbal and written communication skills, including ability to write and edit memos, reports, e-mails, agendas, minutes, etc.
• Ability to exercise good judgment in a variety of situations
• Ability to work independently with minimum supervision
• Working knowledge of Apple Mac OS
• Demonstrated skills using Microsoft Office (Outlook, Word, Excel, and Power Point), Adobe Acrobat, Doodle Scheduling, Survey Monkey, Zoom Video Conference, Google Applications (Drive, Forms, Sheets), Dropbox
• Experience with website management and working knowledge of a database software, SalesForce a plus
• Knowledge of project management software, like Trello also a plus
Executive Assistant

• Must be willing and available to work evenings and weekends according to board meeting and event-related scheduling.
• Capacity to work and thrive in a highly demanding, fast-paced environment.
• Must have a valid driver’s license, reliable vehicle and can travel locally
• Work is performed in an office setting and always requires professional behavior.

Compensation and Benefits

• Full-time salary, commensurate with experience and qualifications (extended work hours as needed).
• Excellent benefits including medical, dental, vision, and 401k match
• Flexible work time policy
• Holidays, Sick time, Paid Time Off

Deadline

February 28, 2019 or until position is filled.

Application Procedure

Mail, e-mail or fax a detailed resume, cover letter and the name, job title, address, and phone number of three professional references to:

Grace Toy
Senior Vice President of Administration and CFO
LEAP
Email: gtoy@leap.org
Fax: (213) 485-0050

Mail to:
LEAP
327 East 2nd Street, Suite #226
Los Angeles, CA 90012

Cover letter must address the following:
1) Provide specific reasons for applying for this position; and 2) indicate how your experiences and qualifications align with the job requirements.

NO PHONE CALLS PLEASE!

For more information about LEAP, please visit our website at http://www.leap.org