Executive Assistant  
(part-time)

Imagine LA is a dynamic and growing nonprofit organization dedicated to ending the cycle of family homelessness and intergenerational poverty. Through a holistic combination of clinical case management, economic mobility programming, and whole-family mentorship — our Family Partnership Model — we prevent first-time and repeat homelessness and equip families to maintain housing stability and thrive long-term.

Imagine LA is a smart, collaborative, and passionate environment that combines the best practices of social services and business. Our core values are: Love, Teamwork, Equity, Compassion, and Accountability. Our culture is passionate, joyful, encouraging, and collaborative, and our humanity always comes first. We love coffee and food (no, really) and are committed to the holistic wellbeing of our staff. Everything we do is in the service of our families (check out our 2021 Impact Report), we are actively advancing our Equity, Diversity, and Inclusion work, and we intentionally invest in staff. We value relationships, empowerment, collaboration, diversity, efficiency, innovation, and communication. Every day we ask ourselves, “How can we make this organization better, more efficient, more people-focused, more equity-driven?”

COVID-19 Protocols: Imagine LA is committed to complying with all city and county guidelines issued around protecting our community against the COVID-19 virus.

Job Description
The Executive Assistant (EA) will be responsible for managing schedules and communication as well as providing administrative support to the executive leadership. The position is a 20 hour per week hybrid position that provides a valuable growth opportunity for an enthusiastic, detail-oriented, and motivated individual who thrives on multitasking.

This position reports directly to TuLynn Smylie, CEO. The EA plays a critical role to the success of leadership and the organization through organizing and prioritizing schedules; gathering, preparing documents, and taking notes for meetings; performing minor accounting duties; and help with company events and communication.

Successful candidates will have excellent organizational and communication skills, an ability to manage their time and work with a variety of stakeholders.

Primary Responsibilities
1. Manage Executive Leadership daily priorities, schedule meetings / confirmation, and calendar.
2. Handle various follow-up tasks for conference calls and meetings including contact management in Salesforce database for self and CEO.
3. Assist with general administration including preparing documents for signature, writing letters, fielding inquiries, tracking and processing, database maintenance, mailings, events, and other tasks.
4. Assist with staff meeting schedules, food arrangement, and any other setup and take down as needed.
5. Minor accounting duties - Prepare CEO’s purchase and travel reimbursement forms and track, log, and deposit checks, cash, and credit card payments.
6. Board of Directors support: Meeting scheduling, preparation, assembling material packets, tracking of Board Engagement, and Board meeting minutes.
7. **Communication**: Check general voicemail / email inbox and forward messages to appropriate staff members. Redirect general phone inquiries to appropriate departments and take down messages. Assist executive leadership in handling communications with Imagine LA families, community stakeholders, and staff/board via appropriate methods (email, phone, text).

8. **Ensures welcoming environment**, greeting guests while in the office and notify appropriate staff members of guest arrivals. Assist with smooth office operations through office supply orders and organizing and maintaining office common areas. Accept all letters and packages and distribute to appropriate departments, including donations (must be comfortable lifting 40 lbs).

9. Perform general administrative duties and errands as needed

10. May be required to perform other related duties as assigned

**Qualifications and Skills**

- Associate’s degree (AA) or bachelor’s degree with 1-2 years’ experience or equivalent work experience in administrative support and/or customer service
- Exceptional written and verbal communication skills, strong interpersonal skills and the ability to build relationships with key stakeholders
- Collaborative, strong work ethic, detail-oriented, professional attitude, self-motivated, excellent with people, proactive and punctual
- Excellent organizational skills, ability to prioritize, and thrives on assisting people get prepared and organized
- Ability to juggle multiple projects and deadlines, thrives on problem solving and challenges
- Strong computer skills in Microsoft Office Suite (Outlook, Word, Excel, PowerPoint) and data entry with online management system (Salesforce a plus!)

**Ideal Attributes**

- A strong commitment to Equity, Diversity, and Inclusion and passion for the organization’s mission
- Ability to wear many hats and work with many different people from different communities in a single day
- Resourceful self-starter with ability to identify problems and propose solutions
- Appreciates and enjoys promoting a friendly and efficient work environment
- High levels of integrity and flexibility, along with the creativity and persistence
- Owns reliable transportation and possess a valid CA driver’s license (mileage reimbursed)

The preceding job description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain nor be interpreted as a comprehensive inventory of all duties, responsibilities, and qualifications required of employees assigned to this job. **Imagine LA is an equal opportunity employer** that actively seeks to create a diverse work culture that reflects the community that we serve and ensures our team continues to do what we do best.

**Salary and Benefits:** This position is part-time, non-Exempt, with eligible benefits to part-time employees. Hourly range is $21-24, depending on experience; employment with Imagine LA is contingent on completion of satisfactory reference and background check.

**To apply:** Please email cover letter, resume, and references to jobs@imaginela.org.