



**EXECUTIVE ASSISTANT & BOARD LIAISON  
JOB DESCRIPTION**

Job Title	<i>Executive Assistant &amp; Board Liaison</i>	Department	<i>Administration</i>
FLSA Status	<i>Hourly, Non-exempt</i>	Reports To	<i>Executive Director</i>

**Background**

Connections for Children (CFC) is an early childhood Resource & Referral (R&R) agency serving families and child care providers across the Westside and South Bay regions of L.A. County. For 50 years, we have helped thousands of families connect to the quality early learning and care they deserve, regardless of their circumstances. CFC's Strategic Plan outlines our bold vision to expand the reach of our services and position us as leaders in providing equitable access to quality early childhood education in L.A. County and beyond. Guided by our values and commitment to equity, we aim to increase our visibility, strengthen staff capacity and infrastructure, and diversify our revenue to scale and sustain our impact.

**Scope**

Reporting to the Executive Director, the Executive Assistant will provide a variety of skilled administrative and project management support services to the Executive Director, Board of Directors, and Executive Leadership Team. The Executive Assistant will manage schedules, workplans, and communication on behalf of the Executive Director.

**Primary Responsibilities**

1. Act as a primary point of contact for communication with staff, Board members, and external constituents on behalf of the Executive Director
2. Serve as the staff liaison to the Board of Directors.
3. Coordinate various Board projects and initiatives, and support related administrative needs.
4. Provide administrative support for all Board meetings, events, and activities including managing participants, drafting agendas and minutes, securing facilities, handling food and room setup, and managing technology needs.
5. Manage the Executive Director's schedule, track deadlines, prepare correspondence and presentations, plan meetings, arrange travel, and complete expense reports.
6. Maintain an understanding of agency bylaws and policies, supporting their adherence and implementation.
7. Identify, implement, and maintain an online Board portal; regularly update the Board Handbook and related files.
8. Support the Executive Leadership Team in planning and implementing special projects and agency events.
9. Assist other departments and work as a member of interdepartmental teams as needed.
10. Serve as an in-house expert on MS Office Suite, providing support as necessary.
11. Prepare and create materials consistent with CFC branding and communication guidelines.
12. Perform other duties and responsibilities as assigned.

**Experience, Knowledge, Skills, and Requirements**



1. Minimum of five years of experience in high-level administrative and executive support, preferably in a non-profit setting.
2. Advanced proficiency in MS Office Suite (Word, Excel, PowerPoint, Outlook, Teams), Adobe, project management and video conference platforms.
3. Associate degree or equivalent from an accredited two-year college or technical school desired.
4. Ability to always exercise discretion, maintain confidentiality, and practice good judgment.
5. Excellent oral and written communication skills.
6. Exceptional attention to detail and accuracy.
7. Well-organized and able to self-manage competing priorities.
8. Resourceful and able to thrive within a fast-paced environment.
9. Excellent interpersonal skills, flexible and collaborative; ability to work effectively with a diversity of staff, supporters, and community members.

### **Working Conditions**

1. Requires in-office work five days per week (Monday - Friday). Consideration for hybrid telework (up to two days per week) after completing 90-day introductory probation.
2. Workplace is a typical office environment.
3. The ability to attend occasional evening and weekend events is expected.
4. Must have reliable transportation for local travel.
5. Must comply with agency health and safety protocols.

### **Wage Range: \$31.00 - \$34.00/ hour**

This is a full-time, hourly, non-exempt position based on a 35-hour workweek. Eligible for performance-based incentive. Competitive benefits package consisting of health, dental, vision, life insurance, 401k employer contribution, paid sick leave, paid time off (PTO), holidays, and a hybrid telework work option.

### **We are an Equal Opportunity Employer.**

### **Organizational Statement**

This job description is intended to provide an overview of the requirements of the position. As such, it is not necessarily all-inclusive, and the job may require other essential and/or non-essential functions, duties, or responsibilities not listed herein. Management reserves the sole right to modify this job description at any time. Nothing in this job description is intended to create a contract of employment of any type. Employment at Connections for Children is strictly on an at-will basis.