

**JOB ANNOUNCEMENT – PLEASE CIRCULATE**

**POSITION:** Executive Assistant

**SALARY:** \$38.46 per hour (\$80,000 annualized) with excellent benefits including a paid hour lunch break, 15 days of vacation, 15 days of sick leave, and 14 personal and observed holidays.

**REPORTS TO:** CEO/Executive Director

**ORGANIZATION:** Conard House is a nonprofit organization that specializes in Supportive Housing, Mental Health and Money Management Services in San Francisco. Our mission is to build welcoming communities and caring relationships that empower people and restore hope. Conard House provides transformative, community-based resources to more than 1,450 vulnerable adults in San Francisco at 10 residential hotels, 21 private apartments, 3 community service sites and 2 administrative/program offices. Conard House services and resources help residents and clients find healthy pathways to recovery and self-manage complex adverse conditions. The average length of stay at Conard House is 10 years. During that time residents are able to stabilize their mental health, adapt to community living, learn and use job skills, return to school. Our long-term housing prevents re-hospitalization, incarceration and recurring homelessness. We are a committed Equal Opportunity Employer. Pursuant to the City and State’s Fair Chance Ordinance, we will consider for employment qualified applicants with arrest and conviction records.

**QUALIFICATIONS**

- Must be creative and enjoy a data-driven, mission-driven, results-driven and community-oriented environment.
- Ability to exercise good judgment in a variety of situations, with strong written and verbal communication, administrative and organizational skills, and the ability to maintain a realistic balance among multiple priorities.
- Strong organizational skills that reflect ability to perform and prioritize multiple tasks seamlessly.
- Excellent attention to detail.
- Very strong interpersonal skills and the ability to build relationships with stakeholders, including staff, board members, external partners and donors.
- Demonstrated proactive approach to problem-solving with strong decision-making capability.
- Demonstrated ability to achieve high performance goals and meet deadlines in a fast-paced environment.
- Forward looking thinker, who actively seeks opportunities and proposes solutions.
- Strong work tenure: five to ten years of experience supporting C-Level Executives, preferably in a nonprofit.
- Experience and interest in internal and external communications, branding, IT, web development, data analysis.
- Proficient in Microsoft Office Suite, Adobe Creative Suite, Google Suite, and Social Media web platforms.

**RESPONSIBILITIES**

***Executive Support***

- Completes a broad variety of administrative tasks for the CEO/Executive Director including managing an extremely active calendar of appointments, composing and preparing correspondence that are sometimes complex, political and/or confidential, expense items, and compiling documents for meetings. Manage a variety of special projects.
- Point of Contact for the Strategic Plan and development of a roadmap to 2027 for consultants, staff and Board.
- Researches, prioritizes, and follows up on incoming issues and concerns addressed to the CEO/Executive Director, including those of sensitive, political or confidential nature. Determines course of action, referral, or response.

- Facilitates efficient communication between the CEO/Executive Director and internal departments, demonstrating leadership, reliability, confidence and support.
- Successfully completes critical aspects of deliverables with a hands-on approach, including correspondences.
- Facilitates planning of organization-wide staff events/meetings.
- Participates as a member of the Senior Leadership Team and provides meeting logistics and support.
- Coordinates the agenda, communications, and administrative tasks for monthly All Managers Meeting and ad-hoc staff meetings with the CEO/Executive Director.
- Works closely and effectively with the CEO/Executive Director to keep well-informed of upcoming commitments and responsibilities, following up appropriately.

#### ***Board Administration***

- Plans, coordinates, arranges, attends, tracks attendance and takes minutes for the Board of Directors and Board Committees meetings including monthly schedule, draft agendas, reserving zoom/facilities, arranging catering, etc.
- Serves as the CEO's administrative liaison to the Conard House Board of Directors.
- Maintains all Board administration and governance documentation.
- Provides support for Board development, recruitment, new member orientations and on-going tech assistance.
- Manages Board of Directors shared platforms and documents, such as SharePoint.
- Prepares/stores minutes of Board meetings and Board Committee meetings, as well as maintains physical and electronic copies of all minutes in compliance with audit requirements, including preparation and tracking of all Board related agendas, resolutions, and activities.
- Project management for special initiatives and campaigns.

#### ***Brand Development***

- Update and maintain Conard House website and social media accounts. Collaborate with staff and Board.
- Analyze brand positioning and visitor analytics and provide monthly Branding Report for Board of Directors/Staff.
- Measure and report KPIs for website and social media accounts. Recommend action items.
- Facilitate creative development to motivate the target audience to “take action” – donate, apply for a job, volunteer, become an advocate.
- Create communication strategies that promote brand awareness and increase visitor loyalty.
- Develop branding and marketing materials such as banners, posters, jackets, lanyards, business cards, pens, brochures, advertisements, flyers, etc.
- Manage organization’s main email address ([admin@conard.org](mailto:admin@conard.org)), and direct messages accordingly.
- Provide guidance to staff in designing templates – PowerPoint presentations, training materials, flyers, brochures, other printed materials.
- Coordinate printing and distribution of annual reports and bulletins/newsletters.

#### **APPLICATION PROCEDURE**

Please send resume and letter of intent with “Executive Assistant” in subject heading to

Anne Quaintance, CEO/Executive Director, via email: [adminjobs@conard.org](mailto:adminjobs@conard.org)