



California School-Based Health Alliance is Hiring an Executive Assistant!

Position Title: Executive Assistant

Classification: Exempt salaried

Hours: Full Time (40 hours per week)

Location: This full-time position is predominantly remote with weekly tasks and monthly meetings to be completed in person at our Oakland Office. Must live in California within driving distance of the Oakland office. Additional travel may be required to support statewide program activities.

Reports to: Executive Director

Salary: \$65,000 - \$70,000 commensurate with experience, very competitive benefits package

ABOUT US

California School-Based Health Alliance (CSHA) is the leading voice in California for the movement to put health care where kids are—in school. We are committed to school-based health as a strategy for increasing health equity and reducing educational disparities. We are also committed to developing school-based health practices that go beyond traditional medical care and incorporate public health approaches to changing the social determinants of health. We are advancing school-based health through advocacy, trainings, technical assistance, strategic communications and special events. Please review our website to learn more about our work: www.schoolhealthcenters.org.

POSITION SUMMARY

The Executive Assistant will work closely with the Executive Director, and Senior Management Team and engage with the Board of Directors. The Executive Assistant will have a strong sense of teamwork with the ability to work both independently and as part of a team; the ability to prioritize; demonstrate flexibility and good judgment; hold confidential information with integrity; ambition to develop new skills; be highly organized, detail-oriented; and have excellent communication, and administrative skills. The Executive Assistant will play a key role in contributing to the effectiveness and efficiency of CSHA core programs and operations.

ESSENTIAL FUNCTIONS

- Manage the calendar and events for the Executive Director and the organization
- Compile and analyze information to draft letters, reports and other materials for the Executive Director
- Coordinate events, draft needed materials, and write meeting notes
- Manage Board meeting and subcommittee logistics, including Board packet preparation
- Attend Board meetings and write detailed minutes
- Participate in and support the development of staff planning meetings and logistics
- Maintain standard operating procedures related to administrative and financial management processes:
 - Assist with job postings, hiring, and onboarding/offboarding staff
 - Contractor agreements and payment management

- Process receivables and make bank deposits
- Manage credit card usage and reconcile statements
- Review bills/expense claims and process checks for payment in bill.com
- Assist with annual audit
- Create, track, and process CSHA grants and contracts
- Order and track supplies and equipment, distribute mail, maintain office network, equipment, computers, telephone system, etc. Troubleshoot and coordinate with vendors as needed.
- Support with Salesforce records for development campaigns, membership, and SBHC records
- Actively participate in CSHA's anti-racism efforts

Other duties and responsibilities may be assigned. The duties and responsibilities listed are designed to provide typical examples of the work performed; not all duties and responsibilities assigned are included here.

IDEAL COMPETENCIES

- Bachelor's degree or equivalent experience preferred
- Experience or interest in education and/or health care is strongly preferred
- Experience with Microsoft Office, Google Suite, and Zoom required
- Experience with QuickBooks, Salesforce, BILL, and/or Mail Chimp strongly preferred
- Demonstrated ability to manage complex tasks with a high degree of detail orientation
- Excellent analytical and organizational skills.
- Ability to exercise initiative and good judgment.
- Ability to plan and coordinate large and small events.
- A traditionalist when it comes to financial rigor, a modernist when it comes to systems, a risk taker when it comes to strategy, and a "roll up your sleeves" team member when it comes to getting work done.
- Commitment to racial equity and supporting CSHA in being an anti-racist organization
- Ability to travel, including overnights 3-4 times per year, and to work occasional evening or weekend hours as needed.

How to Apply: Applicants should email a resume and thoughtful cover letter to jobs@schoolhealthcenters.org. Please include **Executive Assistant 2023** in the subject of your email. Only those being considered will be contacted. No phone calls please.

The California School-Based Health Alliance is an equal opportunity employer that actively pursues and hires a diverse workforce. All qualified applicants will receive consideration for employment without regard to age, ancestry, color, disability (mental or physical), gender identity or expression, genetic information, marital status, medical condition, military veteran status, national origin, political affiliation, pregnancy, race, religion or creed, sex, sexual orientation, or any other factor that is not related to the job.