

JOIN OUR TEAM!

The California Pan-Ethnic Health Network (CPEHN) is seeking a full-time Executive Assistant. **This position is based out of Sacramento.** The Executive Assistant is responsible for supporting the Executive Director by drafting written communications and presentations, prioritizing requests for their time, preparing for meetings, and tracking and managing key deliverables.

CPEHN works closely with communities of color across the state to elevate local voices and health issues to state and local policymakers and help communities of color advance policy change and structural reform that creates equitable conditions for their communities.

The Executive Assistant plays a key role in managing workflow and requests, drafting materials, and anticipating the needs of the Executive Director. They will strategically manage the Executive Director and Deputy Director's time including managing their calendars and incoming requests. Working in collaboration with the Communications and Grant Managers, they will also review and prepare internal and external communications including reports, speeches and talking points, presentations, and grant reports. The Executive Assistant will also serve a key role monitoring information flow and ensuring the Executive Director's involvement in a project or decision-making process at the right moment.

We are looking for someone to join our team who is passionate about health equity and has a background in **nonprofit administration and executive support** and **working with communities of color**. Our ideal candidate is someone who demonstrates **open communication**, exhibits **strong organization and follow-through**, and has skills in **writing and proofreading**. This is a unique opportunity for a seasoned administrative professional to apply their skills and be a part of a fantastic team working to improve health equity in communities of color in California.

Essential Skills

- Strong writing skills including proofreading and editing.
- Strong interpersonal skills to work effectively and professionally with diverse staff, Board, constituents, and stakeholders.
- Strong experience with general office technology
- Required: Microsoft Office Suite (Outlook, Word, Excel, PowerPoint) and Adobe Acrobat.
- Preferred: Box, Slack, GoToWebinar, and BlueJeans.
- Ability to coordinate within and across teams and offices.
- Ability to prioritize multiple assignments and meet conflicting deadlines within a dynamic environment.
- Able to work in a fast-paced environment.
- Comfortable working in a small office environment where hard work, a sense of humor, and flexibility are highly valued.
- Cultural humility and ability to understand issues impacting all communities of color.

Required Qualifications

- 2-3 years of demonstrated success in a similar position, preference for non-profit experience.

Compensation and Benefits

\$55,000 – \$59,000 (DOE). Excellent benefits (100% employer paid health and dental insurance, retirement plan contributions, sabbatical leave, and more). CPEHN provides all employees with professional development funds to grow and hone skills relevant to their work.

To Apply

Submit your application in ONE PDF document including a cover letter, resume, and a writing sample (no longer than 2 pages). Submit complete applications to: jobs@cpehn.org, subject: Executive Assistant.

Position open until filled. Interviews will begin October 12, 2020.

CPEHN is an equal opportunity employer and is committed to identifying and developing the skills and leadership of people from diverse backgrounds. Bilingual individuals are encouraged to apply.

CPEHN Values: Integrity | Equity | Collaboration | Commitment