



## JOB POSTING

Position Open:	Executive Assistant
Reports to:	Chief Executive Officer
Collaborates with:	Executive Team, Senior Leadership, Board
Department:	Executive Office / Administration
Classification:	Exempt
Schedule:	Full-Time; occasional evenings/weekends as needed

### Position Summary

The Executive Assistant (EA) provides high-level administrative, organizational, and operational support to the Chief Executive Officer and/or senior leadership. This role is responsible for managing executive priorities, coordinating complex schedules, preparing materials, and ensuring the efficient day-to-day functioning of the Executive Office.

The Executive Assistant serves as a trusted partner, exercising sound judgment, discretion, and professionalism while supporting internal coordination, external communications, and leadership effectiveness in a mission-driven nonprofit environment.

### Key Responsibilities

#### Executive & Administrative Support

- Provide comprehensive administrative support to the CEO and/or senior executive, including calendar management, scheduling, travel coordination, and expense reporting.
- Manage meeting logistics, prepare agendas, compile materials, and track follow-up items.
- Draft, proofread, and format correspondence, reports, presentations, and briefing materials.
- Anticipate executive needs and proactively manage priorities, deadlines, and competing demands.
- Handle confidential and sensitive information with the highest level of discretion.

#### Communication & Coordination

- Serve as a primary point of contact between the executive and internal staff, Board members, donors, partners, and community stakeholders.
- Coordinate communications across departments to support executive initiatives and organizational priorities.
- Support preparation and dissemination of executive communications, announcements, and materials.
- Ensure timely follow-up on action items and commitments.

#### Board & Governance Support

- Coordinate Board and committee meetings, including scheduling, materials preparation, and follow-up.
- Maintain organized records related to Board governance, meetings, and resolutions.
- Support preparation of Board packets, reports, and presentations in collaboration with leadership.

#### Project & Office Support

- Assist with special projects, research, and data gathering as assigned.

- Support planning and coordination of executive-level events, meetings, and organizational initiatives.
- Maintain organized filing systems (digital and physical) to support Executive Office efficiency.
- Provide backup support for office operations as needed.

### **Qualifications & Experience**

- Bachelor's degree preferred or equivalent professional experience.
- 3–7+ years of experience in executive administrative support or a related role.
- Demonstrated experience supporting senior leaders in a fast-paced environment.
- Exceptional organizational, time-management, and multitasking skills.
- Strong written and verbal communication skills.
- High level of professionalism, discretion, and judgment.
- Proficiency with Microsoft Office, Google Workspace, and related tools.
- Experience in a nonprofit or mission-driven organization preferred.

### **Core Competencies**

- Attention to detail and follow-through
- Executive presence and professionalism
- Strong interpersonal and communication skills
- Ability to prioritize and adapt in a dynamic environment
- Confidentiality and integrity
- Service-oriented and mission-aligned

### **About The J Los Angeles**

The J Los Angeles is a vibrant, inclusive nonprofit community center serving individuals and families across Los Angeles. Rooted in Jewish values and open to all, The J provides programs and services spanning early childhood education, youth and teen engagement, summer camp, arts and culture, wellness and fitness, and community events.

The J fosters connection, belonging, and lifelong learning while building a dynamic, mission-driven workplace culture.

**To apply:** Email resumes & cover letters to [hr@thejla.org](mailto:hr@thejla.org).

*The J Los Angeles is an equal opportunity employer committed to complying with all applicable laws providing equal employment opportunity and makes employment decisions on the basis of merit.*