



JOB ANNOUNCEMENT
Executive Administrative Assistant
Full-time. Sacramento

Position Summary

The Executive Administrative Assistant reports directly to the President/CEO and will support in daily tasks and responsibilities. In addition to general office management duties, the Executive Administrative Assistant will work closely with the President/CEO and manage the Executive Committee meetings and Board of Directors meetings. The Executive Administrative Assistant will also assist the Political Director with scheduling meetings and correspondence.

Position Duties/Responsibilities

- **Assist the President/CEO in daily activities and administrative tasks.**
 - Manage the CEO's calendar - handle all scheduling for the CEO including, but not limited to travel accommodations, lunch reservations, meeting registrations, event RSVPs, etc.
 - Prepare meeting materials for the CEO for Governance Meetings, other events, and conferences as requested
 - Manage/input the CEO's contacts in Outlook
 - Manage and submit the CEO's expense reports
 - Assist the CEO in communications with CBIA Primary Members
 - Update/maintain the CBIA Leadership Roster through Excel
 - Update/maintain the CBIA Leadership Email Distribution Groups through Outlook
 - Manage the monthly update to the Board of Directors – edit/format the report for CEO to send
- **Manage the Executive Committee meetings & Board of Directors meetings.**
 - Executive Committee responsibilities:
 - Send out all calendar invitations for Executive Committee Calls
 - Draft the meeting agenda and materials for each call
 - Distribute materials to the committee the week before the call
 - Monitor attendance during the call through the conference app
 - Take meeting minutes during committee calls
 - Board of Directors responsibilities:
 - Send out calendar invitations for in-person Board meetings that occur three times a year
 - Draft meeting agenda and materials
 - Distribute meeting materials to the Board one week prior to the meeting
 - Take meeting minutes and attendance at Board meetings
- **Assist with office management.**
 - Organize all staff lunch meetings
 - Fill in when needed for office manager – handling mail, ordering supplies, etc.
- **This position includes occasional travel.**

Qualifications

- 3-5 years administrative assistant experience
- Advanced Microsoft Word, Excel, PowerPoint, Outlook, Adobe Acrobat; Meeting note taking
- Excellent organizational, oral and written communication skills
- Ability to multi-task, work independently and as a team member
- Ability to maintain composure when working under pressure
- Attention to detail; excellent editing and proofreading skills
- Ability to use good judgment and discretion daily as well as when presented with confidential information
- General interest in the legislative process preferred but not required
- Previous association experience a plus

Compensation depending on experience

To Apply

Please send resume and cover letter to:

Susan Hurtado

Government Affairs Assistant

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