

Senior Executive Assistant – Job Posting

POSITION TITLE: Senior Executive Assistant
FLSA STATUS: Exempt

Preferred Hiring Range: \$75,546 to \$88,877

Full Range: \$75,546 to \$102,209

Benefits: Medical, Dental, Vision, 401(k) with Match, FSA, Life Insurance, and Long-Term Disability.

Pay is determined based on experience, skills, and internal equity.
This is a hybrid position in Long Beach, California.

POSITION SUMMARY

Under the general supervision of the Chief Executive Officer (CEO) and the President/Chief Operating Officer (COO) of Linc Housing, the Senior Executive Assistant will provide high-level administrative support by coordinating corporate initiatives, activities, and projects. This position will manage projects for the CEO and President/COO, along with functioning as a liaison with Linc's Board of Directors and other leaders and staff.

The Senior Executive Assistant will manage timely executive department workflow regarding information, documents, schedules, and data. This position enhances the Executive team's effectiveness by providing information management support, representing the Executive team to others when requested, and maintaining appropriate confidentiality and discretion in the disclosure of information to others. A key aspect of this role involves leveraging artificial intelligence (AI) tools and technologies to optimize processes, provide data-driven insights, and support strategic decision-making. The ideal candidate will be highly organized, capable of handling multiple priorities simultaneously, and adept at managing complex tasks in a fast-paced environment.

The Senior Executive Assistant may supervise one or more other Executive or Administrative Assistants.

ESSENTIAL FUNCTIONS

- Drive special projects and strategic initiatives for the Executive team.
- Develop comprehensive project plans from Executive team input and direction.
- Establish timelines to meet project and board meeting deadlines.
- Manage cross-functional operations and projects lacking a specific departmental assignment.
- Manage and update the organization's legal entity database, including corporate governance documents.

- Leverage AI Tools and Data Analysis: Utilize AI tools and technologies to automate routine tasks, streamline processes, and enhance decision-making. Analyze data to provide actionable insights and strategic recommendations to the Executive team. Implement AI-driven solutions for project management, scheduling, and communication to improve efficiency and effectiveness across the organization. Stay abreast of emerging AI trends and technologies to continuously improve the organization's operations and decision-making processes.
- Identify and implement process improvements to enhance efficiency and effectiveness.
- Serve as a liaison between Linc Executives and the Board of Directors by facilitating communication, coordinating activities, and managing Board documents, including the Board Book and meeting minutes, while also scheduling Board and committee meetings.
- Coordinate across departments to ensure the accuracy and compatibility of board presentations.
- Plan and manage administrative, financial, and operational activities for the Executive Team.
- Read, research, and draft communications, collect and analyze information for the Executive Team.
- Design communications for internal and external stakeholders, reflecting the Executive team's voice.
- Manage strategic initiative performance tracking and communication.
- Assist with departmental budget development and expense tracking.
- Support crisis management efforts, developing contingency plans and responses to unforeseen challenges.
- Foster and maintain strong relationships with internal and external stakeholders.
- Encourage continuous improvement and learning, reflecting a commitment to personal and organizational growth.
- Supervise and develop Executive and Administrative Assistants in partnership with Executive leaders.

KNOWLEDGE, SKILLS & ABILITIES

Knowledge of:

- Executive administrative responsibilities, protocols, and systems
- Microsoft Office Suite including Word, Excel, and PowerPoint
- Accounting, budgeting, and cost control procedures
- Organizational support structures and the importance of confidentiality and professionalism
- Possess a thorough understanding of Board of Director relations, including effective communication, meeting coordination, and the management of board documents to ensure seamless collaboration between executives and board members
- AI Tools and Technology

Skill Level:

- Excellent writing, grammar, and verbal communication skills

- Strong diplomatic acumen and problem-solving capabilities
- Superior organizational skills with meticulous attention to detail
- Proficient in multitasking and prioritization
- Highly organized

Ability to:

- Work effectively within a team and independently
- Anticipate project needs and take initiative to advance organizational goals
- Maintain professionalism and confidentiality in all communications
- Engage and collaborate effectively with diverse stakeholders

EDUCATION & EXPERIENCE REQUIREMENTS

A combination of education and related experience may substitute for education requirements.

- BS/BA/AA Degree or equivalent education and experience.
- Minimum of seven years' experience working at the executive level.
- Experience working in non-profits and/or board-related organization
- Ideal candidate will have experience working in real estate or affordable housing.

PHYSICAL DEMANDS/WORKING CONDITIONS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Work is performed primarily in an office environment under pressure and requires the ability to quickly adjust to changing priorities and demands.
- While performing the duties of the job, the employee is frequently required to sit and use the keyboard.
- Travel by various modes of private and commercial transportation within the region may be required.
- Lift up to 10 pounds.

The statements contained in this position description reflect general details as necessary to describe the primary functions of this position, the level of knowledge and skill typically required, and the scope of responsibility, but should not be considered an all-inclusive listing of work requirements. Individuals may perform other duties as assigned including work in other functional areas to cover absences or relief, to equalize peak work periods or otherwise to balance the workload.