

## **Executive Assistant**

**Department:** COO

**Office:** East Bay Office

**Location:** Oakland, CA

### **WHY MIDPEN**

At MidPen, we build communities that change lives. Since 1970, we have been committed to our mission: to provide safe, affordable housing of high quality to those in need; establish stability and opportunity in the lives of residents; and foster diverse communities that allow people from all ethnic, social, and economic backgrounds to live in dignity, harmony, and mutual respect.

We develop affordable housing, provide professional property management for all our communities, and coordinate robust onsite support programs that help residents thrive. We are active in 12 Northern California counties and have earned recognition as one of the nation's leading non-profit developers and stewards of affordable housing. Our current portfolio of more than 130 properties is home to 20,000 working families, seniors, and people with special needs. We take pride in delivering affordable housing solutions, and we invite you to join us on a journey toward social, economic, and racial equity.

### **BENEFITS AND COMPENSATION**

In 2023, MidPen was again certified as an official Great Place to Work®, and for good reason! In addition, we offer a best-in-class benefit package that includes healthcare options (Kaiser or Sutter), dental, vision, life & disability insurance. We also offer a wide range of voluntary benefits; 403(b) retirement investment opportunity and annual financial literacy and retirement planning options, FSA for childcare, medical and commuter benefit options, Employee Assistance program and pet insurance for our furry, feathered, and scaled friends. In addition to 14 paid company holidays, which include a paid winter holiday break between Christmas and the New Year, we offer 4 paid wellness days for employees to disconnect and recharge. As a learning organization, we encourage professional development and career advancement, and we offer up to \$3,000 annually (\$12,000 lifetime maximum) for education assistance with tuition reimbursement and/or loan debt

relief that includes qualified family members. And, as a family-friendly company, we offer a paid time off parental leave benefit of 12 weeks in a 12-month period for new or expecting parents. Check out our benefits snapshot on our careers page.

## **PAY RANGE**

\$90,000 - \$95,000 Annual Salary - **Pay based on applicable experience and qualifications**

## **POSITION OVERVIEW**

The Executive Assistant position is integral to ensuring the smooth operation of executive functions and contributing to our organization's overall success. The Executive Assistant will provide comprehensive administrative support to the COO and CPO, facilitating efficient processes, calendaring logistics, and communication with the executive team and respective departments, as well as throughout the entire organization. This role requires a highly organized individual with excellent interpersonal skills, the ability to manage multiple priorities, and a passion for supporting MidPen's mission.

This is a hybrid position, based on current MidPen policy of working Tuesdays and Thursdays in the East Bay (Oakland) office. Monday, Wednesday and Friday, option to work from home or the office. When working from home, requires a reliable internet connection.

## **ESSENTIAL DUTIES**

Executive and Administrative Support

- Manage and coordinate calendars, schedule meetings, and anticipate scheduling conflicts with a proactive approach. Update calendars for meetings and events
- Support the logistics of meetings for key program areas and department needs
- Manage complex scheduling for steering committees and working groups
- Serve as the primary point of contact for internal and external stakeholders
- Prepare agendas, materials, and presentations for high-level meetings
- Record and distribute meeting summaries, ensuring timely follow-up on action items

- Draft and review correspondence, maintaining a high level of professionalism

#### Event and Meeting Support

- Manage the logistics of large scale in-person meetings and events, including management team meetings as well as departmental, regional, and programmatic meetings and events
- Coordinate property reservations and event catering
- Manage communications for event logistics including the sharing of directions and pre-work
- Coordinate the needs of speakers, guests, and attendees
- Provide day-of event support including preparation of materials, event set up, and breakdown
- Document event guidelines and standards
- Identify and implement improvements to the way meetings and events are run

#### Project and Program Coordination

- Support the planning and execution of initiatives led by the COO and CPO
- Track project progress and provide regular updates to stakeholders
- Proactively identify and address potential issues that may impact executive commitments
- Coordinate with various departments to facilitate clear communication of executive directives
- Manage confidential information with the utmost discretion

#### Administrative Support

- Organize and maintain files, records, and reports for easy access and retrieval
- Manage supplies and coordinate with office management as needed
- Assist with the preparation of specialized financial documents and reports as required
- Performs other duties as assigned

#### **QUALIFICATIONS**

To perform this job successfully, an individual must be able to perform each essential function satisfactorily. The requirements listed below are representative of the education, knowledge, skill, and/or ability required.

### **Education and Experience**

- Bachelor's degree in business administration, nonprofit management, or comparable experience in a related field
- Minimum 5 years of experience as an Executive Assistant, preferably in a nonprofit setting
- Experience supporting C level executives is highly desirable

### **Knowledge, Skills, and Abilities**

- Demonstrates enthusiasm for developing detailed checklists, plans, and schedules
- Passion for creating and continuously improving efficient processes
- Thrives in a dynamic environment, managing diverse projects and tasks throughout the day
- Recognizes and values the role of relationships and collaboration to maintain workflow momentum
- Strong commitment to responsiveness and delivering exceptional customer service.
- Exceptional organizational and time management abilities
- Strong reading, written, and verbal communication skills
- Solid judgment, discretion, and problem-solving skills
- Demonstrates a can-do attitude and strong willingness to learn
- Demonstrates a proactive, solution-focused approach to adding value and anticipating potential issues before they arise
- Solid time management and organizational skills
- Superior attention to detail
- Demonstrated proficiency in Microsoft Office Suite and project management tools
- Technologically astute and willing to learn new software and systems and general comfort with office systems and technology (OneDrive, Teams and Zoom)

- Ability to multitask and prioritize in a fast-paced environment
- High level of discretion in handling confidential information
- Proactive, self-motivated, and detail oriented
- Must possess a valid California Driver's License, proof of current auto insurance, and reliable transportation
- Commitment to the Mission and Values of MidPen Services and MidPen Housing

### **Physical Requirements**

- Constantly perform desk-based computer tasks
- Frequently sitting
- Occasionally stand/walk, reach/work above shoulders, grasp lightly/fine manipulation, grasp forcefully, use a telephone, sort/file paperwork or parts, lift/carry/push/pull objects that weigh up to 15 pounds
- Rarely twist/bend/stoop/squat, kneel/crawl

### **Working Conditions**

- This is a hybrid position, based on current MidPen policy of working Tuesdays and Thursdays in the East Bay (Oakland) office. Monday, Wednesday and Friday, option to work from home or the office. When working from home, requires a reliable internet connection.

This description reflects management's assignment of essential functions, it does not proscribe or restrict the tasks that may be assigned.

### **EQUAL OPPORTUNITY EMPLOYER**

**MidPen Housing Corp. provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state or local laws.**

**Consistent with its obligations under the law, MidPen Housing Corp. will provide reasonable accommodation to any employee with a disability who requires accommodation to perform the essential functions of his or her job. MidPen believes that diversity and inclusion among our teammates is critical to our success, and we seek to recruit, develop, and retain the most talented people from a diverse candidate pool.**

To apply, visit <https://apptrkr.com/5786491>

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