

MACLA/Movimiento de Arte y Cultura Latino Americana
Executive Assistant

MACLA/Movimiento de Arte y Cultura Latino Americana is an inclusive contemporary arts space grounded in the Chicano/Latino experience that incubates new visual, literary, and performance art in order to engage people in civic dialogue and community transformation. We are a multidisciplinary mid-size arts organization with an annual budget at approximately \$950K.

Description

MACLA is seeking a full time **Executive Assistant (EA)** who will play a vital support role for the organization's Executive Director. This is a full time, non-exempt position, with a salary range of \$40-\$48K depending on experience. This individual will provide administrative and technical support in a variety of areas, including but not limited to: Board meeting preparation and minutes, letter and memo preparation, travel and meeting arrangements, hospitality for meetings and events, manage high-level communications, compilation of necessary information for reports and correspondence, select project management, donor database updates, responsible administrative support for the Senior Management Team and in other areas as needed. We are looking for someone who is highly professional, organized, a self-starter, and motivated to grow with the organization. This position supports the organization's mission, vision, and values through excellence and competence, collaboration, innovation, respect, commitment to our community, and accountability and ownership.

Major Responsibilities:

- Manage scheduling, meeting and travel arrangements for the Executive Director and Senior Management Team as needed
- Prepare letters, memos, presentations and other correspondence needed by the Executive Director for the organization, Board, donors, funders, clients, etc.
- Update the organization's database (Salesforce)
- Support organization's Board of Directors – general meeting support, take minutes, schedule committee meetings, follow up, etc.
- Project management for special initiatives and track key organizational milestones, i.e. strategic plan metrics
- Provide administrative and project support for the Fund Development team, which includes the Executive Assistant, Development Associate, Business Manager and Executive Director.
- Research and compile information for reports, donor prospecting, special initiatives, etc.
- Other activities as needed to support organizational growth and capacity building
- Ability to work occasional weekend and evening hours, as it pertains to special events, board and committee meetings

Required aptitudes include:

- A genuine desire to support MACLA's mission and the organization's overall effectiveness
- Customer service orientation
- Impeccable writing and interpersonal skills, in person, via phone and email
- Precise attention to detail
- Basic research experience
- Ability to proactively anticipate the needs of the Executive Director
- Ability to prioritize and perform at a high level in a fast-paced entrepreneurial environment and respond flexibly to changing needs

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Experience:

- Minimum three to five years of experience as an Executive Assistant or high level Administrative Assistant
- Bachelor's degree or higher preferred

Desired Skills:

- Highly computer proficient, including Microsoft Office Suite (Word, Excel, Outlook, PowerPoint), Salesforce or other CRM, Internet search
- Working knowledge of dealing with Board of Directors, taking meeting minutes, etc.
- Ability to handle confidential information with discretion
- Must be able to multi-task with a strong attention to detail
- Must be able to work effectively with different levels and with a variety of personalities both internally and externally
- Must have excellent follow-up skills
- Passion for providing high level administrative support
- Bilingual, Spanish speaking a plus
- Valid CA Driver's License and access to a vehicle.
- Ability to lift 25lbs. at a minimum

Employment Standards:

Knowledge of: standard office practices and procedures, with particular reference to a non-profit community based setting; knowledge of word processing and mail merge techniques; knowledge of proper grammar, spelling, punctuation, and correspondence format; knowledge of methods of collecting, organizing and presenting data and information.

Ability to: provide administrative support in a variety of areas, such as: researching and analyzing information and preparing reports; ability to type a minimum of 45 wpm; ability to effectively organize tasks and work within deadlines; ability to maintain organized filing systems, communicate effectively and respectfully with people from different racial, ethnic, and cultural groups and from different backgrounds and lifestyles, demonstrating a knowledge of and sensitivity to their needs.

To apply, please send the following to HR@maclaarte.org with *MACLA Executive Assistant* in the subject line

- Cover letter (specifically state how your aptitudes, experience and skills relate to the position)
- résumé
- business writing sample

Note: Application deadline is open until filled. Candidates will be able to pass a background check.

Compensation: Compensation: \$40,000 – \$48,000 Annual salary, depending on experience