



EXECUTIVE ASSISTANT

GENERAL SUMMARY

The Executive Assistant will provide critical assistance and support to the Executive Director (ED) and the Executive Team as assigned, both internally and externally. This includes scheduling, communications, and coordination of a variety of day-to-day operations. This person must be detail orientated and able to follow instructions. This position will represent the ED with external stakeholders, assist the ED with prioritization and task management, and conduct follow up on priority issues on behalf of the ED. The Executive Assistant will work proactively and independently with general guidance from the ED, executing duties in alignment with the organization's mission and priorities. The Executive Assistant will frequently work on time-sensitive projects and issues in a fast-paced environment and will handle a wide variety of activities and confidential matters with discretion. Cultural Competency, effective and responsive communication skills, and the ability to work as a team and independently are crucial to this position. This is an in-person position with some possible flexibility as approved.

ESSENTIAL DUTIES:

- Support the Executive Director by handling daily tasks including, but not limited to:
 - Answering phone calls and responding to email and phone messages
 - Scheduling and coordinating internal and external meetings
 - Preparing meeting agendas, minutes, and materials
 - Handling correspondence and maintaining communications with key stakeholders, including the Board of Directors and funders
- Work closely with the Executive Director to identify and implement priorities in alignment with organizational and community health needs
- Proactively assist the Executive Director by anticipating needs, suggesting possible paths forward, and identifying and implementing solutions to problems as they arise
- Serve as liaison between staff and Executive Director, communicating to staff on behalf of the Director and to the Director on behalf of staff
- Organize and facilitate regular and ad hoc staff meetings
- Conduct research to keep the Executive Director up-to-date on current issues and events (e.g., status of items on Board of Supervisors agendas, COVID cases and other health data among Blacks/African Americans in San Francisco)
- Work closely with the Executive Director on Budgets, Communication Projects, Development Projects, Insurance Documents, Human Resource Related Tasks, and other internal legal documents
- Other related high-level administrative duties in support of the ED and organizational mission



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PREFERRED QUALIFICATIONS AND EXPERIENCE:

- BA/BS in a related field or discipline required, must have 2-3 years of verifiable experience. MA desired
- Demonstrated ability to thrive in a fast-paced and under-resourced environment
- Strong interpersonal and communication skills and the ability to work effectively with culturally and socioeconomically diverse individuals
- Must have a thorough working knowledge of Microsoft Office Suite, social media, and virtual meeting platforms
- Strong organizational, time management, project management, and problem-solving skills
- Experience working in nonprofit or public sector strongly preferred
- Available to work occasional nights and weekends as required to support urgent needs
- Maintain the highest level of confidentiality and inspire trust
- Operate with the utmost degree of integrity and commitment to quality
- Ability to work independently and follow through on tasks and assignments with minimal supervision
- Display sound judgment in a variety of situations
- Capacity to prioritize, negotiate, and work collaboratively with a variety of internal and external stakeholders
- Represent the Executive Director, and the organization, in a way that reflects positively on the organization

Rafiki Coalition does not exclude, deny services to, or otherwise discriminate against any person on the basis of race, color, national origin, age, sex, sexual orientation, gender identity, religion, pregnancy, veteran status or disability in admission to, participation in, or receipt of the services and benefits of any of its programs and activities or in employment therein, whether carried out by Rafiki Coalition directly or through a contractor or any other entity with whom the agency arranges to carry out its programs and activities.