



Position Title:	Board Liaison/Executive Assistant to CEO
Department:	Administration
Reports To:	Chief Executive Officer
Location:	Downtown Los Angeles
Exemption:	Exempt

Job Summary

Provide confidential and administrative support to the Chief Executive Officer Board of Directors Chair, Board of Directors, and Board Executive Committee. Responsibilities include, but are not limited to, exercise a high degree of independent judgment and handle confidential and complex matters with discretion to relieve the CEO of administrative details such as making travel and meeting arrangements, preparing reports and financial data, organizing and maintaining records; represent the CEO when serving as the primary point of contact to internal and external business partners for corporate or community matters with the utmost level of professionalism.

Office of the CEO

Essential Duties and Responsibilities

- Provide administrative support to the CEO and assist with Board related matters.
- Manage Executive Leadership Team retreats and Senior Management Team meetings.
- Keep the CEO aware of media or other items important to her and/or Girl Scouts of Greater Los Angeles (GSGLA). Look for opportunities in which she can participate and showcase GSGLA.
- Provide professional, consistent, and knowledgeable customer service.
- Address all calls from vendors, sales people, volunteers or parents wanting assistance.
- Establish positive relationships with GSUSA departments including council partnerships, governance, the office of the national CEO, and the national Top 10 council CEOs and assistants.
- Be responsive to all requests coming to the office of the CEO.
- Manage calendar, including meetings with staff, donors, board and board committee members, prospective board members, and all other individuals and groups important to the organization.
- Prepare expense report and credit card usage report monthly.
- Draft correspondence.
- Coordinate travel arrangements.
- Coordinate CEO acknowledgement of constituent's special occasions.
- Prepare annual department budget for approval/implementation. Monitor expenditures monthly.
- Take minutes at GSGLA's Annual Meeting.
- Coordinate Visionary Award presentation piece.
- Submit GSGLA documentation (Board material, Board lists, staff updates) to GSUSA in a timely manner.
- Comply with all GSGLA policies.
- Be familiar with the Girl Scout Promise and Law, GSGLA's annual goals, and strategic plan.
- Demonstrate commitment to GSGLA's values of integrity, commitment to excellence and shared accountability.
- Assist fellow Executive Assistants with projects when time allows.
- Other duties as assigned.

Essential Duties and Responsibilities cont'd

Board of Directors

- Be familiar with GSGLA's bylaws.
- Schedule Board and Committee Board meetings/calls. Ensure notice is provided according to the bylaws.
- Collect/compile all pre-meeting packet material and send to the Board in a timely manner. Arrange for/serve refreshments.
- Set up meeting space, greet guests and take minutes.
- Extend any other support to help ensure constructive and successful board or executive committee meetings.
- Draft Board Chair correspondence. Coordinate Board Chair acknowledgement of constituents' special occasions.
- Manage Board retreats.
- Establish positive relationships with board members and their assistants.
- Coordinate Board Chair travel arrangements.
- Coordinate new board member orientation and portraits.
- Greet and welcome Board members and GSGLA special guests at signature events.
- Be responsive to all requests coming to the Board Chair.
- Other board related duties as assigned.

Skills, Education and Experience:

- Demonstrated proficiency in advanced Microsoft Office applications (including Word, Excel, and PowerPoint) with the ability to learn other technology as needed.
- Stellar written and verbal communication skills, along with editing and proofreading aptitude.
- Ability to manage multiple priorities, projects and display flexibility in a fast-paced and changing work environment.
- Strong organizational and analytical skills, sound judgment, with attention to detail and an intuitive and proactive approach to support.
- A keen sense of urgency, adaptability, accountability, and the ability to strive for excellence in high pressure situations in order to plan and accomplish goals.
- Ability to operate both independently and collaboratively.
- Demonstrated aptitude to comprehend directions to perform assignments with minimal supervision.
- High level of professionalism and confidentiality.
- Loyalty, dedication and honesty
- Four-year degree from accredited university in any major preferred.
- Must have prior experience supporting C-level executive
- Belief in the Girl Scout Mission.
- Possess a sincere desire to develop relationships and assist others.
- Excellent customer service skills.
- Valid California driver's license and an insured vehicle.
- Able to work a flexible work schedule with some evening, early morning and weekend work required.

To apply please send resume to careers@girlscoutsla.org
with "Board Liaison/ Executive Assistant to CEO" in the subject line.

Sorry, no calls or walk-ins please