



Employment Opportunity

Executive Assistant

About JobTrain

JobTrain is a highly respected nonprofit job training and placement center located on the Menlo Park-East Palo Alto border. Our accredited career training and placement services, teen programs, and child development center help change the lives of 8,000 people per year. We are dedicated to helping those who are most in need to succeed. Our services are no-cost to people who need our help.

About the Position

This is a highly responsible and senior administrative position supporting the President and CEO. The Executive Assistant performs office support functions, coordinates meetings and information, creates correspondence and reports, and interacts with others on behalf of JobTrain. This individual must demonstrate initiative, judgment and flexibility. He or she will have detailed knowledge of JobTrain's programs, policies, practices, meeting schedules, and partners. The Executive Assistant also provides administrative support to the Board of Directors by managing meeting schedules, preparing documents, and recording minutes. Reports directly to the President and CEO.

Responsibilities

- Interacts with stakeholders, staff, and community on behalf of the President and CEO office and attends meetings as required
- Prioritizes urgent and important requests
- Creates appropriate systems and processes to assist the President and CEO in running the organization
- Helps support projects and where appropriate, provides administrative over-site for special projects
- Schedules and prepares for meetings, including all material and information.
- Composes and prepares correspondence and reports for President and CEO.
- Acts as the control point for reports, requests, memoranda, and other communication sent to the President and CEO office by program staff and outside parties.
- Prepares minutes for Management Team, board and staff meetings.
- Maintains a master file of minutes and reports for board, committee, and management meetings.
- Assists in the planning and performs necessary tasks relative to special functions such as luncheons, conferences, seminars, social and ceremonial JobTrain events.
- Maintains President and CEO files.
- Performs other related duties as required.

Qualifications

- Preferably holds a bachelor's degree from an accredited college or university (or)
- Has at least five years of senior administrative support experience (or) equivalent combination of education and experience.
- Must have excellent computer, writing, and proofreading skills, including familiarity with Microsoft Office suite, especially power point and Word.
- Must have excellent communication skills, including the ability to create correspondence, prepare reports, and answer questions about JobTrain's programs and policies.
- Should have well-developed decision-making skills, good judgment and discretion with confidential or sensitive information.
- Must be able to organize, plan and implement projects and office procedures.
- Knowledge of nonprofits and the community served by JobTrain preferred.

Compensation

JobTrain offers a competitive salary; medical and dental benefits; a 403b retirement plan with company match; life insurance; and paid time off. Compensation is commensurate with experience working in a non-profit. Successful candidates must have legal residency and work eligibility in the United States (per INS Form I-9 instructions). JobTrain may require the successful candidate to undergo a background check before employment is offered. We are an equal opportunity employer.

To Apply

Please email your résumé and letter of interest to eaposition@jobtrainworks.org. No phone calls, please.