



## ASIAN & PACIFIC ISLANDER WELLNESS CENTER

### **Executive Assistant – FTR052017**

#### **Agency Description:**

Asian & Pacific Islander Wellness Center is a multicultural health services, education, research, and policy organization. We transform lives by advancing health, wellness and equality. We strengthen the well-being of and lead under-served communities—of all races, ethnicities, gender identities, sexual orientations, and immigration statuses—toward justice and health. Founded in 1987 as an all-volunteer, community-based response to the AIDS crisis in communities of color, we are an anchor-organization for San Francisco’s Tenderloin neighborhood, and we also lead regional, statewide, and national programming.

*We believe that everyone deserves to be healthy and needs access to the highest quality health care.*

#### **Position Description**

This position will provide administrative support for the agency’s Chief Executive Officer, fund development and volunteer teams. Under general supervision, the Executive Assistant is responsible for supporting and coordinating volunteers for the agency and fundraising tasks that provide critical resources for A&PI Wellness Center. Development and executive support will include data entry, written communication to volunteers and donors, administrative support for board meetings, and other tasks. The Executive Assistant is expected to work as a team member, meet strict deadlines, maintain confidential databases and files, support the coordination of meetings and events, and provide senior administrative support to the Chief Executive Officer.

#### **Essential Functions**

##### **Development Department**

- Coordinate volunteer program
  - Recruit, orient, train, supervise, schedule and cultivate volunteers for all agency programs
- Support administrative and fund development functions, including, but not limited to: managing correspondence, preparing check requests, filing, and scheduling of meetings
- Prepare timely gift acknowledgements, post gifts in the donor database, and maintain development information systems
- Construct and maintain tracking method to fit the needs of specific events, help produce event reports, including attendance and financial; maintain and update individual donor records
- Collaborate with Development Manager, Chief Executive Officer and board on smaller fundraising events, including, prospecting ideas, logistical preparation, and occasionally attending events on nights and weekends.
- Assist in the production of the agency’s annual gala event, including, but not limited to: managing solicitations, tracking responses, and assisting in the coordination of the silent auction
- Other duties assigned

##### **Executive Office**

- Assist Chief Executive Officer with administrative functions, including, but not limited to: responding to external communications, preparing check requests and expenses reports, preparing contractor agreements, coordinating travel, and filing and organizing

- Organize and schedule Chief Executive Officer's appointments, meetings, and conference calls (including setting up call-lines, drafting agendas, handouts, and taking minutes)
- Facilitate communication with the Board of Directors and Board committees. Set-up and record minutes at Board meetings, maintain Board files, update contact databases. Maintain calendar of meetings, appointments and important deadlines for the board.
- Work closely coordinating board members to represent the agency at community events
- Serve as a backup receptionist

**Minimum Qualifications:**

- Associate degree or equivalent
- Excellent interpersonal and client service skills
- Ability to exercise discretion in the handling of confidential information
- Able to multi-task, work as a team player, and be self-directed
- Strong attention to detail
- Data entry experience
- Strong background in computer skills including donor databases and Microsoft Office
- Fluency in English with the ability to communicate effectively with various stakeholders
- Sensitivity to individuals living with HIV; lesbian, gay, bisexual, transgender, and queer populations; and culturally diverse populations

**Preferred Qualifications:**

- Executive Assistant, Administrative Assistant, Office Assistant, or Development Assistant experience
- Volunteer coordination experience
- Event planning experience
- HTML design and email broadcasting system experience
- Language proficiency in Spanish, or an Asian or Pacific Islander language
- Experience in a human services non-profit organization

**Location:**

- San Francisco, CA

TO APPLY: ONLY applications submitted through our online database will be considered. Please include both your cover letter and resume when prompted to insert your resume in the database here:

<https://home.eease.com/recruit/?id=15602651>

*We offer a comprehensive compensation and benefits package which includes: medical, dental and vision insurance, generous vacation, sick leave and holidays, one-month sabbatical, 403(b) with employer match, flexible work schedule, flex spending account, life insurance, long-term disability, professional development opportunities and more! (Benefits guidelines and eligibility vary based on tenure, employment status and FTE, among other factors.)*

*Asian & Pacific Islander Wellness Center is an equal opportunity employer committed to identifying and developing the skills and leadership of people from diverse backgrounds. Asian & Pacific Islander Wellness Center does not discriminate on the basis of age, ancestry, citizenship status, color, creed, disability status, gender identity, HIV status, marital status, medical condition, genetic information, national origin, pregnancy, race, religion, sex, sexual orientation, veteran status, or any other legally protected class.*

*Pursuant to the San Francisco Fair Chance Ordinance, we will consider for employment qualified applicants with arrest and conviction records*