

Executive Assistant



- **FLSA Status:** Full-time, Exempt
- **Compensation:** \$62,400 annually + signing bonus opportunity; opportunity for growth
- **Post Date:** November 1, 2022
- **Close Date:** November 30, 2022

Be part of team that is changing lives for the better. As an Executive Assistant to the Senior Leadership team, you'll play a key role in the success of the organization overall. If you are a highly detail-oriented and organized administrative professional looking to gain experience supporting non-profit executive leaders in an organization making a difference in the community, this may be the position for you.

About Sacramento Covered

Sacramento Covered is a nonprofit organization with a mission to improve health and wellbeing of Sacramento area residents by addressing the social drivers of health (including access to food, housing and health insurance). We value our team members for the essential work they do in our community year-round. We offer competitive pay, robust benefits, and maintain work-life balance within a diverse and inclusive work environment that is purpose-driven and outcomes-focused!

Healthcare Benefits

We provide:

- 100% of our employees' medical, dental, and vision plans
- 100% of employee dependents' medical plans
- Employee life Insurance coverage equal to 100% of annual salary
- A pre-tax Flexible Spending Accounts (FSA) for healthcare and dependent care expenses



Wellness Program & Paid Time Off

Each year, we provide:

- 120 hours of vacation and sick time
- 2 paid Wellness Days
- 13 paid holidays
- Employee appreciation events, professional development training, and retreats
- Access to an Employee Assistance Program (EAP) to help employees navigate work-related and personal issues



Financial & Retirement

We offer:

- A 403(b) Retirement plan with immediate employer match up to 4%
- An opportunity for yearly bonus
- An Employee Referral Program (\$250 when you refer each future team member)



Other Benefits

We also offer:

- An Employee Perks Program with discounts on amusement parks, travel, concerts, and more
- Mileage and tech reimbursement for eligible positions
- Clinical supervision hours provided by Licensed Clinical Social Worker (LCSW) staff for eligible team members
- Sacramento Covered-branded swag (shirts, hat, jackets, and more)
- Modern collaborative work space*
*most positions



Job Duties

- Maintain calendars and email communication for CEO and senior management, scheduling meetings, preparing meeting materials while prioritizing confidentiality.
- Provide administrative assistance, such as writing and editing e-mails, drafting memos, and preparing communications on the executive's behalf.
- Support members of the Sr. Leadership with preparation efforts for meetings, including but not limited to: creating meeting agendas, developing presentations and talking points, taking detailed meeting notes, tracking meeting minutes, follow-up on meeting action items, etc.
- Provide support for meetings and special events, including facilities, catering, and logistics. Makes travel arrangements as needed.
- Collect, track, and maintain information specific to the department, often of a highly confidential nature.
- Provide excellent customer service at front desk including professionally greeting and signing in all guests and directing them to the appropriate staff.
- Maintain office procedures for administrative suite including support for equipment provision, supplies, coordination with vendors, mail distribution etc.
- Coordinate the timely receipt, processing, production and distribution of regular reports to appropriate department and organization staff.
- Act as primary point of contact for the administrative suite during business hours, interacting with external partners, vendors and the public as well as internal employees.
- Collaborate with multiple administrative professionals internally to ensure active communication, efficiency and productivity across the organization.
- Other duties as assigned.

Requirements

- **Employment Experience:** At least three years of administrative experience ideally supporting executive staff.
- **Educational Attainment:** Bachelor's degree in Public Health, Social Work, Business Administration, or other related field preferred. (A combination of education and employment experience also considered.)
- **Report to office located in Downtown Sacramento. This is not a remote position.**
- **All newly hired employees are required to be fully vaccinated against COVID-19 prior to the first day of employment.**

Preferred Skills:

Exceptional writing and grammar skills

- Strong attention to detail
- Excellent computer software skills (Microsoft Office 365, Salesforce, Constant Contact)
- Organized, flexible, and able to meet multiple deadlines simultaneously
- Analytical and research skills
- Ability to work collaboratively with others and remain calm under pressure
- Able to communicate effectively with absolute professionalism with a variety of stakeholders

To apply for this position: Please submit a resume and cover letter. Your resume will not be considered if a cover letter is not included.