

Executive Assistant & Board Liaison

Position Summary

ChangeLab Solutions is recruiting for an Executive Assistant & Board Liaison. The position is currently vacant, and we are hoping that the new Executive Assistant will start in early March or sooner. The Executive Assistant & Board Liaison is responsible for a wide range of administrative tasks that further the work of our CEO, such as managing the CEO's calendar and travel; supporting organizational governance by communicating and coordinating with our board of directors and external partners; supporting the Executive Leadership Team; and acting as a backup for Administrative team members.

About ChangeLab Solutions

ChangeLab Solutions works across the nation to advance equitable laws and policies that ensure healthy lives for all. We prioritize communities whose residents are at highest risk for poor health. Our interdisciplinary team of lawyers, planners, policy analysts, and other professionals works with neighborhoods, cities, and states to create thriving communities.

The successful candidate will embody our organization's core values:

- *Collaboration:* We create strong working partnerships internally and externally.
- *Authenticity:* We support bringing one's whole self to work.
- *Excellence:* We are passionate about producing high-quality work to advance our mission.
- *Innovation:* We drive practical and visionary law and policy solutions to public health problems.
- *Equity:* We believe in a shared vision of health for all.

ChangeLab Solutions has a strong commitment to building a staff that is rich with cultural, social, and intellectual diversity. Candidates who can contribute to this goal are encouraged to apply and to identify their strengths and experiences in this area.

Key Responsibilities

CEO Support (50%)

Provide full support for the CEO, including the following tasks:

- Scheduling and calendar management
- Coordinating meetings with external partners for CEO and ChangeLab Solutions staff
- Meeting preparation and support
- Travel arrangements
- Expense reporting
- Data entry (tracking activities, contacts, correspondence, and relationships)
- Drafting correspondence and other materials on behalf of the CEO
- Coordinating special projects
- Proactively meeting the CEO's needs

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Board of Directors Support (25%)

Support the CEO as liaison with the Board of Directors:

- Coordination of quarterly board retreats and calls
- Agenda development
- Preparation and distribution of meeting packets and other materials
- Event management
- Meeting minutes

Support board committees:

- Coordination of committee calls
- Agenda development
- Preparation and distribution of materials
- Meeting minutes
- Tracking and support for meeting follow-up and next steps

Support board officers and committee chairs as needed:

- Coordinate board recruitment
- Maintain board records, including contact information, manuals, required forms, legal documents, and resolutions
- Draft communications and reports to the board on behalf of the CEO, committee chairs, and other staff

Executive and Organizational Support (20%)

- At the request of the Executive Leadership Team, provide support for leadership/management meetings and initiatives, including but not limited to staff meetings and retreats, Knowledge Management team, and Work Planning
- Provide fundraising support:
 - Schedule meetings
 - Conduct research on potential funders or donors
 - Develop correspondence on behalf of the CEO
- Provide support for Chief of Staff and CFO:
 - Scheduling and calendar management
 - Meeting preparation and support
 - Travel arrangements, as needed
 - Expense reporting
 - Special projects

Administrative Team (5%)

- As a member of the Administrative team, provide backup support for other team members
- Participate in team trainings and initiatives as needed

Other duties as assigned.

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Required Education, Experience, and Skills

- At least 1 year of work experience as an executive assistant, or at least 2 years' experience in an office setting
- Bachelor's degree or equivalent work experience
- Excellent organizational skills, with keen attention to detail and accuracy
- Excellent written and oral communication skills
- Strong interpersonal skills, to function smoothly and collaboratively on a team while also taking individual initiative to meet team goals
- Strong computer skills, including MS Word and email, and the capacity to learn and master new systems

Required Personal Attributes

- Excellent judgment, including the ability to maintain impeccable confidentiality
- Ability to handle time-sensitive tasks and confidential information
- Ability to work in a fast-paced environment
- Ability to shift priorities rapidly
- Solution-oriented and a good problem solver
- Cultural humility and deep commitment to our organizational value of equity

Physical Requirements

- Ability to communicate via phone and email
- Ability to work at a computer for extended periods of time
- Ability to lift and carry 5 pounds

Compensation, Benefits, and Perks

- Full-time, non-exempt position; hourly pay of \$27.40 to \$31.25 (\$57,000 to \$65,000 annual equivalent)
- Great benefits!
 - Health insurance: medical, dental, and vision coverage; ChangeLab Solutions contributes 100% for employee and 50% for dependent premiums
 - Life insurance and long-term disability insurance
 - 403(b) plan with employer contribution
 - Commuter benefits, including \$100 public transit subsidy
 - Flexible spending accounts (pretax health care and dependent care)
 - Generous paid time off package, starting at roughly 4.5 weeks PTO annually, plus 10 holidays and weeklong closure in December
- Office location in the heart of Uptown Oakland
- Work with a talented group of professionals who are committed to a shared mission

How to Apply

To apply for the Executive Assistant & Board Liaison position, please email all required information to jobs@changelabsolutions.org; please include **Executive Assistant** in the subject line of the email.

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The following items are required for a complete application packet: cover letter and resume.

Incomplete applications will not be considered.

Applications will be considered as they are submitted; the position remains open until filled. Please note that we are hiring on an expedited timeline with a desired start date of early March. Interested applicants are encouraged to apply with urgency.

No phone calls, please.