

Job Title: Executive/Human Resource Assistant
Department: Administration
Reports To: President and CEO
Classification: Regular, Full Time, Non-Exempt
Location: Concord, CA

Summary

The Executive/HR Assistant provides administrative and project coordination support to the President and CEO and performs a variety of activities in support of the Human Resource Director. The ideal candidate is highly self-motivated, professional, and capable of managing their work load and prioritizing tasks. An interest in growing and developing in the field of Human Resources is highly desirable. Position is 75% Executive support, 25% Human Resource support.

Essential Duties and Responsibilities

Executive Support:

- Maintains President and CEO's appointment schedule by planning and scheduling meetings and appointments and managing travel itineraries.
- Coordinate executive communications, including taking calls, responding to emails, and interfacing with donors, community partners, and the general public.
- Coordinate projects that may involve working with all levels of internal management and staff and external constituents.
- Conduct internet research to keep the President and CEO up to date on things that are important to the organization.
- Organize and maintain electronic and hard files for CEO and Board of Directors.
- Coordinate with Development and Communications departments to schedule speaking engagements and prepare talking points.
- Provide support to the Board of Directors by scheduling meetings, taking and distributing minutes, and preparing Board packets.
- Research, analyze and compile data to prepare documents and reports for review and presentation by Board of Directors, committees, and executives.
- Other duties as assigned.

Human Resource Support:

- Assist HR Director with the recruitment and hiring process, including submitting job postings online, scheduling candidate interviews, and performing phone screens.
- Prepare interview packets.
- Prepare new hire packets and on-boarding materials.
- Update and maintain internal staff directories and reference documents.
- Research, analyze and compile data to prepare documents and reports for review.
- Assist HR Director in planning and coordinating logistics for Food Bank events, meetings, and employee activities or special projects.
- Handle and maintain confidential documents and information with utmost professionalism.
- Other duties as assigned.

Qualifications

- Bachelor's degree preferred and 3-5 years of experience supporting a C-level executive. An equivalent combination of education and experience may be considered.
- Strong knowledge of project management principles including development and coordination of plans, communication, collaboration, budget, and time management.
- Advanced proficiency with Microsoft Office (Word, PowerPoint, and Excel).
- An interest and willingness to learn and grow in the field of Human Resources.
- Experience scheduling appointments, updating calendars, and managing travel itineraries.
- Self-directed and able to work without supervision in a fast-paced environment with multiple projects and deadlines.
- Strong organizational and problem-solving skills.
- Exceptional interpersonal skills, friendly and professional demeanor.
- Ability to effectively present information and respond to questions from groups of managers, community partners, donors, and the general public.
- Ability to organize and manage large amounts of data, tasks, schedules, and information.
- Comfortable in both a leadership and team-player role; able to lead and assist in meetings and provide direction to others when needed.
- Proven track record working in a collaborative team environment with people of diverse backgrounds and circumstances.
- Valid driver's license and the ability to be covered under the Food Bank's auto insurance required.
- Occasionally lift and/or move up to 10 pounds.

Benefits

We value our employees' time and efforts. Our commitment to your success is enhanced by our competitive and extensive benefits package including health, dental, and vision, life insurance, flexible spending account, 403(b), and paid leave to eligible employees. Plus, we work to maintain the best possible environment for our employees, where people can learn and grow with the company. We strive to provide a collaborative, creative environment where each person feels encouraged to contribute to our processes, decisions, planning and culture.

To Apply

Please send your resume, cover letter, and any supporting documents to hr@foodbankccs.org with the subject line: "Executive/HR Assistant." Email submission is preferred.

Or by mail to:

Food Bank of Contra Costa and Solano
Attn: Human Resources
4010 Nelson Ave
Concord, CA 94520

The Food Bank of Contra Costa and Solano is an equal opportunity employer