



**Position:** Executive Assistant  
**Reports to:** CEO  
**Department:** Executive  
**Location:** San Francisco, California  
**Position Type:** Full Time, Non-Exempt position  
**Start Date:** Monday July 18, 2016

### **About Working Solutions**

Working Solutions ([www.workingsolutions.org](http://www.workingsolutions.org)) is a Department of Treasury certified Community Development Financial Institution (CDFI) whose mission is to provide small business owners with capital and consulting services to start or grow their business. We prioritize serving low-income individuals, women, and minorities. We support microenterprise growth as a strategy to strengthen the local economy, create jobs, and build strong communities. We provide small business loans (microloans) from \$5,000 up to \$50,000, five years of post-loan business consulting, and referrals to small business resources. The organization was established in 1999 and launched its microenterprise development program in 2005. Working Solutions has invested more than \$10 million in loans and grants in local small businesses and educated thousands of entrepreneurs, resulting in more than 1,400 local jobs created and retained. Working Solutions has a growing team of 16 full time employees with headquarters in San Francisco and satellite offices in San Rafael and Oakland.

### **Position Overview**

By performing the following duties personally the Executive Assistant provides administrative assistance to the C-Suite Leadership Team, primarily the CEO. The Executive Assistant will handle a wide variety of business tasks/situations and be responsible for confidential and time sensitive material in a fast paced, dynamic setting. As a liaison to both internal and external stakeholders, the Executive Assistant will solve problems and make decisions within general parameters. The Executive Assistant is also responsible for assisting in the coordination of projects between the CEO and staff, the Board of Directors, donors, and community partners. A highly inquisitive, tenacious and detail-oriented individual is needed to complete the wide-range of tasks that may be requested. The Executive Assistant's experience and judgment will be essential in planning and accomplishing goals as will their ability to multitask and prioritize with minimal supervision. The Executive Assistance had demonstrated ability to manage critical administrative aspects, allowing the CEO to optimize her time and organizational leadership.

### **Key Duties**

- Act as a liaison on behalf of the CEO with Board, volunteers, committee members, donors, clients, and internal management and staff.
- Follow up on contacts made by CEO. And support the ongoing cultivation with donors and supporters.



- Compose and edit confidential correspondences, Excel spreadsheets, reports, and other complex documents for distribution both internally and externally.
- Create meeting materials such as PowerPoint presentations, packages, all Board and Committee minutes, and board resolutions.
- Maintain the CEO's calendar.
- Schedule meetings including, but not limited to Board of Director meetings, Committee meetings, management and staff meetings, and external meetings, especially donor meetings. Coordinate all necessary preparations and follow-up for meetings, including timely notification and distribution of meeting materials.
- Utilize available resources and databases to answer and report on complex questions posed by the CEO, executive team or Board including trend analysis and market comparison presentations.
- Plan and execute company events, staff meetings, and committee meetings.
- Arrange travel itineraries for external meetings. Provide travel support and occasionally itineraries for management staff. Proactively resolve meeting schedule conflicts to achieve optimum results.
- Processes expense reports and invoices. Input contact information into database.
- Conducts research and completes special projects as assigned.
- Posts and promotes job openings.

### **Qualifications**

- Bachelor's degree from four-year college or university; and 5+ years related experience and/or training; or equivalent combination of education and experience;
- Superior interpersonal abilities. Must be able to interact and cooperate with various personality types and work levels both internally and externally;
- Superior written and verbal communication skills;
- Trustworthy, discreet and flexible;
- Excellent computer, analytical and research skills;
- Superior level of expertise in MS Office applications (Outlook, Word, Excel, PowerPoint), LinkedIn;
- Excellent email and phone etiquette;
- Resourceful and well organized; Excellent time management and project management skills; must be able to track and manage details for projects/tasks;
- Organized, disciplined thinker with ability to work independently in fast paced, rapidly changing environment;
- Salesforce experience a plus.



**Desired Qualifications**

- Interest in microfinance and entrepreneurship.

**Salary Commensurate with Experience**

**Excellent Benefits:** Including but not limited to medical, dental, vision, 401(k), commuter checks, and generous holidays.

**Application Deadline:** Tuesday, July 5, 2016.

Please email resume and cover letter with the subject line “Working Solutions Executive Assistant” to [jobs@workingsolutions.org](mailto:jobs@workingsolutions.org).

No phone calls please.

Working Solutions is an Equal Employment Opportunity Employer.