



## **Job Title: Executive Assistant/ Board Liaison**

### **About Organization**

Christopher Street West Association, Inc., (CSW) a non-profit service organization within the LGBTQIA2S+ community whose staff and Board of Directors is a unifying force promoting and accomplishing the goals of the organization. CSW is the producer of LA PRIDE Festival and Parade in West Hollywood, the largest festival and parade in the metropolitan Los Angeles area and the third largest parade in Southern California. The event celebrates and honors human rights, education, and outreach for Transgender, Lesbian, Gay and Bisexual people and their allies in Los Angeles and worldwide. [www.lapride.org](http://www.lapride.org)

### **Position Summary**

The Executive Assistant and Board Liaison provides comprehensive administrative support with the highest level of professionalism, confidentiality and discretion, for the Executive Director and Board of Directors. This position performs a wide variety of important, complex and sensitive administrative assignments that support the management team in executing governance and operations of CSW/LA Pride. The Executive Assistant/ Board Liaison reports directly to the Executive Director.

### **Primary Duties and Responsibilities**

- Handles administrative responsibilities for the Executive Director including and not limited to scheduling and coordinating meetings, receiving visitors, answering phone calls and other general administrative functions.
- Calendars and coordinates all meetings and keeps Executive Director informed of any changes.
- Produce agendas, prepare and review documents, where applicable.
- Builds and maintains strong working relationships with the Executive Director, Executive Committee of the Board, and other employees.

- Manages Executive Director's expenses including organizing receipts and submitting for reimbursement.
- Coordinates travel, including but not limited to conferences, meetings, and special events.
- Other duties as assigned.

#### Board of Directors Liaison

- Interfaces with and provides general support to the Board of Directors.
- Creates and maintains the Board of Directors and Board committees' annual calendars.
- Distributes all Board and Board committee meeting reminders, agendas, reports, special mailings and other necessary documents that ensures effective communication.
- Attends and takes minutes at all Board and Board Committee meetings and provides minutes and recap to all appropriate people.
- Prepares Board binders and organize logistics for an annual retreat.
- Provide event support including (and not limited) drafting correspondence, update reports, and calendaring and coordinating Pride week events e.g. WEHO City Mayor's Reception
- Coordinate mailing lists and take RSVPs for a variety of events.
- Assist the Marketing and Communication Committee with drafting and/or editing communications pieces and prepare talking points for various media outlets and receptions.

### **Qualifications**

- Ability to prioritize, work efficiently and meet deadlines.
- Detail-oriented with excellent planning and organizational skills.
- Exceptional interpersonal skills, tact and diplomacy with the ability to develop and maintain cooperative and successful working relationships with volunteers and staff.
- Ability to think several steps ahead and anticipate needs and challenges.
- Works independently with minimum supervision.
- Demonstrated ability to maintain confidentiality and discretion.
- Excellent oral and written communication skills, including ability to write and edit memos, reports, e-mails, agendas, minutes, etc.
- Ability to build working relationships with various personalities in a variety of settings.
- Proficiency in MS Office Suite (Word, Excel, PowerPoint and Outlook), required.

- Working knowledge of in Adobe Acrobat XI Pro, Salesforce preferred
- Must be willing and available to work evenings and weekends according to event-related scheduling.
- Bachelor's degree, preferred.
- Three (3)+ years of experience in a high-level administrative or executive assistant capacity, required.
- Experience working with a Board of Directors/Governing Board, preferred.

## **Compensation**

Commensurate with experience; compensation package includes health (employee company paid medical / HMO), paid vacation, personal, and holiday days.

Salary Range: Non-exempt. \$18-\$22 per hour DOE

## **How to Apply**

To be considered, submit a cover letter and resume to [Employment@LAPride.org](mailto:Employment@LAPride.org).  
CSW/LA Pride is an Equal Opportunity Employer.