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<b>Job Title:</b>	<b>Executive Assistant</b>
Reports to:	Director of Operations
FLSA Status:	Exempt
Starting salary:	Range \$60,000 - \$70,000 determined by salary scale and based on experience in field.

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**Position Context:** The mission of the Reinvent Stockton Foundation (RSF) is to expand opportunity and build hope by attracting resources into Stockton and investing in our city's people. We directly support a number of independent but aligned programs: Stockton Service Corps, Mayors for a Guaranteed Income and Stockton Scholars. To learn more about the Reinvent Stockton Foundation, please visit our website at [www.reinventstockton.org](http://www.reinventstockton.org).

### **Position Responsibilities**

- Provides administrative support for the Executive Director and Director of Operations
- Carries out administrative duties such as filing, typing, copying, scanning etc.
- Exhibits polite and professional communication via phone, e-mail, and mail.
- Screen visitors/telephone calls, collate and distribute mail, manage correspondence.
- Maintains supplies inventory by checking stock to determine inventory level, anticipating needed supplies, placing and expediting orders for supplies.
- Makes travel arrangements for senior staff such as booking flights, cars, and hotel or restaurant reservations.
- Maintain calendars for Executive Director, Director of Operations and Program Directors. Schedule appointments, meetings, coordinate staff meetings and trainings and other tasks/projects as assigned.

- Prepare communications for RSF and its programs such as memos, emails, reports and other necessary communications.
- Assists in the maintenance of physical and electronic administrative files, ensuring they are complete, accurate and properly organized.
- Manages confidential information appropriately.
- Assists in bank deposits and other bookkeeping responsibilities.
- Ensures operation of equipment by completing preventive maintenance requirements, calling for repairs, maintaining equipment inventories and evaluating new equipment and techniques.
- Attend all relevant and/or required professional development and training sessions.
- Data entry from events (ex: putting volunteer contact information into a spreadsheet). This would include new data and updates.
- Follow-up after events to send Calendly links for SSC staff.
- Mailing cards and thank yous to stakeholders
- Event support, preparation: organizing folders, making copies, loading supplies.
- Event support, day of: sign in support, logistic support, extra set of hands
- Technology How-tos: help members, students, and other partners navigate tech platforms
- Work closely with all programs/projects of RSF, as well as with students, parents, program partner organizations, funders, outside consultants/vendors and other stakeholders.
- Work will be performed within the City of Stockton in our office location in downtown Stockton. Reliable transportation is required.

### **Other Administrative Tasks**

- Demonstrates knowledge of, and supports the RSF mission, vision, standards, policies and procedures, operating instructions, confidentiality standards, and the code of ethical behavior.
- Perform other related duties as required and assigned.

### **Qualifications**

#### Required knowledge, skills & abilities:

- Strong time management and multi-tasking skills
- Growth mindset and ability to take feedback from multiple stakeholders/program leaders.
- Strong lateral management skills
- Culture bearer who can support culture across RSF
- Strong interpersonal and communication skills
- Ability to work with constant interruptions and remain focused; understand and carry out oral and written instructions; learn new procedures and upgrade skills in order to meet changing job conditions
- Ability to work independently as well as with a team
- Ability to problem solve

- Professional appearance, conduct and manner

Minimum educational level:

- HS Diploma

Experience required:

- 2 plus years in fast-paced, ever changing administrative position
- Proficiency with Microsoft Office, Google Drive, Zoom, network printing, copiers

Physical requirements:

- Stand, walk or bend over, kneel, crouch, reach overhead, grasp, push, and pull. Move, lift and/or carry up to 30 pounds to shoulder height.
- Repetitive use of hands (i.e. fine manipulation, simple grasping, and power grasping)
- Demonstrate normal depth perception
- Sitting, walking or standing for extended periods of time
- Dexterity of hands and fingers to operate a computer keyboard, operate standard office equipment, and use a telephone
- See and read a computer screen and printed matter with or without vision aids
- Distinguish colors
- Read and understand rules and policies, labels, and instructions
- Hear and understand speech at normal levels and on the telephone
- Verbal communications, including the ability to speak and hear at normal room levels and on the telephone.

### **Work environment**

- This position is a hybrid-remote role. While some work can be done remote, this position is required to be in office as scheduled by Director of Operations and Executive Director.
- Work indoors in a standard office environment, computer lab, and/or classroom environment.
- Work is performed in indoor and outdoor environments
- Exposure to dust, oils, and cleaning chemicals
- Some exposure to childhood and other diseases in a school environment
- May be required to work outside of normal workdays and office hours to meet operational deadlines and provide support at events

### **Benefits**

Based on a competitive non-profit salary scale; generous benefits package. Includes provisions or reimbursement for Medical, Dental, Vision, and retirement plan contributions.

As a mission-driven organization, we match 100% of employee contributions to non-profit and charitable organizations, and provide opportunities for staff to participate in student mentorship and volunteer activities.

**To apply**

Submit a resume [info@reinventstockton.org](mailto:info@reinventstockton.org). Please include “Application- Executive Assistant” in the subject line. Priority deadline to apply is October 1. Applications will continue to be accepted on a rolling basis until the position is filled.

Please direct any questions to: [info@reinventstockton.org](mailto:info@reinventstockton.org).

The Reinvent Stockton Foundation is an equal opportunity employer and does not discriminate on the basis of race, religion, age, ethnic background, sex, disability, or sexual orientation. People of color, women, members of the LGBTQ+ community, and people with disabilities are strongly encouraged to apply.