



## JOB DESCRIPTION

**JOB TITLE:** Executive Assistant – Level II

**REPORTS TO:** President & CEO and Chief Operating Officer

**FLSA STATUS:** Exempt, Full-time

**DIVISION:** Executive

**SALARY:** \$66,560 to \$70,000 annually, based on experience

**LOCATION:** Kitchen & Senior Innovation Hub, 9590 Chesapeake Drive (Onsite Full-Time)

### SUMMARY:

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Reporting to the President and CEO and Chief Operating Officer, the Executive Assistant Level II (EA2) delivers high-level administrative support and manages the CEO's and COO's calendar, communications, and essential documents. The EA2 is the primary liaison for coordinating internal meetings and events, working closely with various internal teams and departments to ensure smooth operations. This role also provides key support to the Board of Trustees, assisting with Board and committee meetings. The EA2 supervises the Administrative and Operations Coordinator, who supports the management of the Senior Innovation Hub/Admin Building, and supports key operational functions, including aspects that intersect with the COO's responsibilities.

The ideal candidate will be proactive, adaptable, and capable of handling a dynamic workload while maintaining a high level of professionalism, confidentiality, and political sensitivity in all interactions.

### DUTIES & RESPONSIBILITIES:

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- **CEO & COO Calendar Management:** Serve as the primary contact for managing the CEO and COO's calendar. Coordinate internal meetings and collaborate with the External Affairs Department for scheduling external stakeholder events, ensuring alignment with the CEO's priorities.
- **Meeting Coordination:** Organize and facilitate internal meetings for the CEO and COO, including preparing agendas and managing logistics. Collaborate with relevant departments for the coordination of external meetings and events.
- **Board Support:** Assist with scheduling and organizing Board and certain committee meetings. Prepare agendas, compile and distribute materials, take minutes, and maintain accurate records.
- **Travel and Expense Management:** Arrange travel and process expense reports for the CEO/President.



- **Oversight of Administrative and Operations Coordinator:** Supervise the Administrative and Operations Coordinator, who supports the daily management of the Senior Innovation Hub/Admin Building and aids in operational functions that benefit the overall executive framework, including support for the COO's activities.
- **Event Planning and Execution:** Oversee the planning and execution of internal staff events, including the All-Staff Holiday Party and Town Halls. Collaborate with the External Affairs Department for logistical support and ensure successful event execution.
- **Meeting Documentation and Reporting:** Prepare and distribute agendas and meeting notes for Leadership Meetings and other key executive gatherings.
- **Special Projects and Additional Duties:** Manage special projects as directed by the President & CEO and perform other tasks as assigned to support organizational needs.

## QUALIFICATIONS:

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The ideal candidate will have the following:

- A college degree preferred, but not required based on work experience.
- Minimum of 4 years' experience as an executive assistant to the executive team, with at least 2 years in event coordination and project management. HR experience is a plus.
- Advanced proficiency in Microsoft Office Suite, Outlook, Adobe, and familiarity with cloud-based applications. Experience with donor databases is a plus.
- Exceptional organizational skills, with the ability to prioritize tasks, meet deadlines, and adapt in a fast-paced environment.
- Proven experience in supervising or managing team members.
- Proactive, resourceful, and reliable with a strong work ethic and integrity.
- Able to anticipate needs, take initiative, and contribute effectively to organizational goals.
- Excellent oral and written communication skills. Proficiency in Spanish a plus.
- Maintains professionalism in interactions with staff, volunteers, board members, and donors.
- Collaborative team player who works well with others, takes direction, and manages responsibilities with minimal supervision.
- Efficient in maintaining record-keeping systems and managing files.



## REQUIREMENTS:

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Standard office environment. Reasonable accommodation may be made to enable individuals with disabilities to perform essential functions. Must have a valid driver's license. Physical requirements include standing, sitting, typing, bending, and lifting to approximately 35 lbs. The noise level in the work environment is moderate. Must have reliable transportation.

*Successful candidates for this position will be subject to a background check as a condition of employment.*

## SUMMARY OF BENEFITS

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- 160 hours of Paid Time Off (PTO) Annually - subject to the MOWSD PTO policy
- 12 Paid Holidays Annually
- Medical Insurance - Choice of 4 HMO plans+ 2 PPO through Meals on Wheels Group Plan
- Dental Coverage & Vision Coverage
- Life, Long-Term Disability (LTD), Employee Assistance Program (EAP)
- Flexible Spending Account
- 401 (k) plan, including up to 3% employer matching contribution.

## TO APPLY:

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Please send your resume and cover letter to the hiring team at [humanresources@meals-on-wheels.org](mailto:humanresources@meals-on-wheels.org). Applications will not be considered complete without both.

**Note:** *This position is considered "EXEMPT" by the Fair Labor Standards Act. This organization reserves the right to revise or change duties and responsibilities as the need arises. This job description does not constitute a written or implied contract of employment. Meals on Wheels San Diego County is at "at-will" employer. Criminal background checks, fingerprinting, and bonding are required.*