

Position: Executive Assistant

Status: Non-Exempt; Full-time

Reports to: Executive Director

Pay: \$24-\$28 per hour

Benefits Include: Waived program & campus use fees, flexible schedule, health, dental, vision, life, and long-term disability insurance, 403(b) program, vacation, and sick time.

Position Summary: The Executive Assistant plays a vital, cross-functional role in supporting the daily operations of Girls Inc. of Carpinteria. Reporting directly to the Executive Director, this position provides high-level administrative support to the Executive Director, Board of Directors, and the leadership teams across the Programs, Finance & Operations, and Development departments. The ideal candidate is highly organized, detail-oriented, and adaptable, with the ability to manage multiple priorities and maintain confidentiality. This role is essential in ensuring the smooth and efficient functioning of the organization's internal and external communications, calendar coordination, project tracking, and administrative systems.

Specific Responsibilities:

Executive Director & Board of Directors Support

- Manage the Executive Director's calendar, schedule meetings, and prepare related materials
- Coordinate logistics for internal and external meetings and events
- Prepare and distribute agendas and board packets for Board and committee meetings
- Track and follow up on Board tasks, term limits, and compliance documentation
- Support donor meetings and correspondence as directed by the Executive Director

Programs Department Support

- Create and maintain tracking sheets for program rosters, schedules, and special initiatives
- Coordinate logistics for program events, training sessions, and site visits
- Maintain filing systems for program documentation and evaluation reports
- Develop, compile, and manage all registration materials, permissions, and related forms
- Maintain and update member files
- Provide administrative support for grant reporting and program data tracking

Finance & Operations Support

- Manage and organize vendor invoices, receipts, and purchasing documentation
- Responsible for scanning and filing all accounts receivable and printing weekly checks
- Assist with timesheet collection, payroll preparation, and onboarding paperwork
- Maintain organized digital and physical files for audits and compliance purposes
- Track staff training records, certifications, and HR documentation
- Provide clerical support for facilities management, including scheduling repairs and inventory control

Development Department Support

- Maintain donor database entries and ensure accurate gift processing and acknowledgments
- Provide administrative support for fundraising events, donor tours, and campaigns
- Assist in preparing donor packets, grant attachments, and development reports
- Support communication efforts including newsletters, annual reports, and social media coordination
- Translate program registration forms and support creation of bilingual event flyers and information as needed
- Support volunteer coordination by maintaining volunteer rosters, schedules, and required documentation

- Assist with onboarding and training logistics for volunteers, including communication of expectations and program protocols
- Track volunteer hours and support recognition efforts in collaboration with department leads
- Help ensure a positive experience for volunteers that aligns with Girls Inc. values and culture
- Assist with occasional evening and weekend events and activities

Facility Rentals Management

- Serve as the primary point of contact for all facility rental inquiries and bookings
- Maintain facility rental calendar and coordinate logistics with internal staff and renters
- Ensure rental agreements, insurance documentation, and payments are received and filed
- Conduct pre- and post-event walk-throughs to assess space condition
- Communicate rental policies and expectations to renters to ensure safe and respectful use of the facility
- Coordinate with facilities and custodial staff to ensure rental spaces are clean, secure, and prepared

Staff Celebration & Culture Support

- Coordinate staff appreciation events, birthdays, and milestone celebrations
- Support planning and logistics for staff retreats, team-building days, and holiday gatherings
- Maintain and update internal recognition systems (e.g., kudos boards, shout-outs, staff of the month)
- Help foster a positive, inclusive workplace culture by supporting wellness initiatives and DEIA-related engagement
- Partner with department leads to recognize staff accomplishments across the organization
- Track important staff dates and ensure timely acknowledgments from leadership

General Administrative Support

- Maintain office efficiency by ordering supplies, managing correspondence, distributing mail, and organizing filing systems
- Perform other related duties as assigned to support overall organizational success

Various other duties, as needed, may be assigned to this position

Education & Experience:

- Associate's or Bachelor's degree preferred; relevant experience may substitute for formal education
- Minimum 3 years of administrative support experience, preferably in a nonprofit or multi-departmental setting
- Experience supporting executive leadership and/or boards of directors strongly preferred
- Familiarity with donor databases, HR systems, and financial documentation is a plus

Technical Skills:

- Proficient in Microsoft Office Suite (Word, Excel, PowerPoint, Outlook) and Google Workspace
- Experience with calendar scheduling tools, Zoom/virtual meeting platforms, and file-sharing platforms
- Strong writing, proofreading, and document formatting skills
- Ability to manage digital and physical filing systems
- Comfortable learning new systems and tools as needed

Organizational & Communication Skills:

- Excellent organizational and time management skills with the ability to handle multiple tasks and priorities

- Strong interpersonal and written communication skills; professional and respectful demeanor
- Ability to work both independently and as part of a team in a fast-paced environment
- High level of discretion and integrity when handling confidential information

Additional Requirements:

- Ability to occasionally work evenings and weekends as needed for special events or board meetings
- Bilingual (English/Spanish) preferred
- Must have reliable transportation and the ability to travel locally
- Commitment to the mission and values of Girls Inc., with an interest in supporting a girl-centered, equity-driven organization

Physical Job Conditions:

- Typical Working Conditions: Works in an indoor environment.
- Equipment Used: Phone system, computer, printer/copy machine
- Essential Physical Tasks: Mostly sedentary, some walking.
- Ability to work in conditions that can vary on a daily based on need of client, site situation, site status and other conditions.
- Activities: Lifting/Carrying – Occasionally between 10-20 lbs.

Agency Description: Girls Inc. of Carpinteria founded in 1971, serves the Carpinteria community and surrounding areas through impactful programs that inspire and empower girls for future success. Our programs respond to the critical need in Carpinteria for high-quality out-of-school enrichment for K-12th grade. We focus on three core essential services (healthy living, academic support & enrichment, and life skills instruction) with age-appropriate and relevant information that is interactive, inclusive, and culturally appropriate to reach our designed outcomes. Our holistic approach helps girls to value themselves, take risks, and discover and develop their inherent strengths. At Girls Inc of Carpinteria we value community, inclusivity, bold advocacy, and intentionality- we let these values drive our work so we can remain adaptive and responsive to the lived experiences of girls.

- **Vision:** Empowered girls and an equitable society.
- **Mission:** To inspire girls to be strong, smart, and bold.
- **Values:** Intentionality, Inclusivity, Community, Bold Advocacy

The above statements are intended to describe the general nature and level of work being performed by people assigned to this classification. They are not to be construed as an exhaustive list of all responsibilities, duties, and skills required of personnel so classified. All personnel may be required to perform duties outside of their normal responsibilities from time to time, as needed. Updated 7/3/2025