



EXECUTIVE ADMINISTRATIVE ASSISTANT JOB DESCRIPTION

The Los Angeles Black Worker Center (LABWC) is seeking an experienced Executive Administrative Assistant responsible for providing administrative and accounting support for the Co-Executive Director of Organizing and Programs and the organizing team. The Executive Administrative Assistant reports directly to the Co-Executive Director of Organizing and Programs (“the co-ED”) and is highly organized, has excellent written and verbal communication in a non-profit setting, and handles confidential business with integrity. The Executive Administrative Assistant is a liaison from the Organizing Team to the Operations and Finance Team on a wide range of administrative responsibilities in a fast-paced environment where Black workers are coming together to build power and change their conditions in the face of the Black Jobs Crisis.

DUTIES & RESPONSIBILITIES

- Act as the administrative point of contact between co-ED and internal/external demands.
- Receive calls, take messages, and route correspondence to the co-ED and Organizing Team.
- Handle co-executive’s requests and queries promptly and appropriately.
- Conserve executive time by reading, researching, and routing correspondence; drafting letters and documents; collecting and analyzing information, initiating telecommunications.
- Provide administrative support to the Co-Executive Director, managing an extremely active calendar of appointments in Outlook and Google Calendar including meetings, conferences and travel; Work closely and effectively with the co-ED of to keep them well informed of upcoming commitments and responsibilities, following-up appropriately;
- Work with operations staff to arrange travel plans, itineraries, conference, convenings and training registrations; compile documents for travel-related meetings;
- Produce and compile information by transcribing, formatting, inputting, editing, retrieving, copying, and transmitting text, data, and graphics.
- Maintain confidence and protect operations by keeping information confidential both internally and externally.
- Compose and prepare correspondence (sometimes of a confidential nature);
- Communicate directly, on behalf of the Co Executive Directors to external contacts;
- Provide logistical support for meetings and events; catering, supplies and rental arrangements for offsite locations;
- Process organizing staff expense reports
- Manage and prioritize multiple projects and conflicting needs; handling matters quickly and with discretion;
- Maintains department files, office supplies and inventories; submit purchase and track supply orders to operations
- Participate in LABWC activities, staff and team meetings, trainings and events.

QUALIFICATIONS: The ideal candidate must demonstrate excellent written and verbal skills.

- Two or more years in a demanding administrative level role in a fast paced environment;
- Excellent analytical, written and verbal communication skills;
- Proficiency in Microsoft Office and Google programs including Outlook, Word and Excel; Docs, Sheets and Slides;
- Commitment to social and economic justice and/or lived experience with the Black Jobs Crisis
- Valid CA driver’s license and access to insured car for work related travel

COMPENSATION:

One- year full-time temporary position, local to South Central Los Angeles, \$16 per hour depending on experience, plus a generous benefit package of health and dental insurance, retirement plan, sick, vacation and floating holidays.

We are committed to our employees' health, safety and well-being by providing flexible work hours and wellness opportunities.

Application Process: This position is available immediately. Please attach cover letter and resume in a single PDF to an email to careers@lablackworkercenter.org, add "Executive Administrative Assistant" in the subject line. No phone calls, please.

LABWC, a project of Community Partners® is an equal opportunity employer committed to a diverse and inclusive workforce. In addition, the organization will consider for employment qualified applicants with criminal histories in a manner consistent with the requirements of the Los Angeles Fair Chance Initiative for Hiring. The LABWC is also an affirmative action employer. People of color, women, and LGBTQ are strongly encouraged to apply.