



**Organization:** Strategic Concepts in Organizing & Policy Education (SCOPE)

**Position:** Executive Assistant

**Employment Type:** Full-Time, Non-exempt, Staff Position

**Supervisor:** Executive Leadership (Co-Directors)

**Position Description:**

SCOPE seeks an experienced Executive Assistant to work closely with the Executive Leadership and the Board of Directors to provide support for daily operations, project coordination, and administrative duties. The overall responsibilities include assisting with meeting logistics planning and execution, managing calendars and scheduling, ordering and maintaining supply inventories, and providing administrative support to the Executive Leadership and the Board of Directors. The Executive Assistant plays a key role in promoting a sustainable, professional, organized, and collaborative atmosphere. This role requires a highly trustworthy, flexible team member who can maintain discretion and demonstrate good independent judgment on significant matters pertaining to organizational success.

**Organization Overview:**

SCOPE builds grassroots power in low-income communities of color to eliminate economic, environmental, and racial disparities. Established in 1993 in response to the 1992 civil unrest in South Los Angeles, SCOPE's work is grounded in the needs and priorities of South LA residents, who are largely African American, Latinx, and immigrant, and live on the frontlines of pollution and poverty. As a membership-based organization, SCOPE plays a critical role in the movement for systemic change—organizing marginalized communities of color and poor and working-class residents to ensure that they have a powerful voice in the decisions that impact them. SCOPE organizes communities, develops grassroots leaders, builds alliances, and engages in strategic research and communications to advance policy solutions that shift power and resources to low-income communities of color.

**Essential Duties & Responsibilities:**

*Executive Leadership Support (70%)*

- Screens all incoming calls and delegates messages for the Executive Leadership, directing queries to the appropriate offices and/or programs
- Provides scheduling and logistical support for the Executive Leadership's internal and external meetings. This includes note taking, printing materials, disseminating information, meeting follow ups, food, and room reservations.
- Screens and sorts incoming correspondence and general emails for review by the Executive Leadership
- Maintains the Executive Leadership's calendar, including scheduling and confirming meetings, and keeping the calendar available to SCOPE's Board and Staff
- Maintains contact list and files for the Executive Leadership
- Organizes travel schedule for the Executive Leadership, including coordinating airfare and hotel accommodations, scheduling meetings at the destination location, ordering meals, maintaining a file for trip documents, and creating an itinerary
- With the guidance of the Executive Leadership, assist with communication and coordination for special projects, as needed. This includes setting up meetings, taking and distributing notes, following up on action items to keep projects moving forward, and developing and tracking budgets.
- Supports the Executive Leadership through the creation of documents, communications and digital tools for staff to collaborate and share information across teams, including instruction manuals, mapping out work flows, etc.

*General Administrative Support (20%)*

- Maintains consistent communication with the SCOPE Board of Directors
- Supports board committees and general SCOPE Board meetings/retreats, and participates in meetings as needed

- Provides administrative and coordination support for organizational event planning, as needed. This includes developing and tracking event and project budgets in real time, and working closely with relevant staff, partners, and stakeholders across the organization to coordinate meetings or events.
- Provides support for general office duties such as mass mailings, filing, faxing, copying, etc.
- Provides support for donor and membership management, communications, and tracking
- Provides support in the implementation of fundraising special events and activities, as needed
- Manages organizational calendar for internal and external events
- With the guidance of the Executive Leadership, supports systems that share information across components including budgets, contracts, grants, and calendared events

#### *Operations and Facilities Support (10%)*

- With the Administrative Coordinator, develops and maintains purchasing systems and inventory controls, including daily operations supplies and equipment
- Supports the daily operations of the office including opening and closing the building
- Supports organizational events, meetings, and actions by securing vendors, ordering supplies, and coordinating overall logistics

#### **Essential Knowledge and Abilities:**

- Minimum of 3 years proven work experience as an Executive Assistant or similar role required
- Bachelor's Degree preferred, or equivalent combination of education, training, and experience
- Strong organizational, project coordination, and problem-solving skills
- Ability to maintain sound judgment, flexibility, and patience
- Ability to exercise discretion in handling confidential and sensitive matters
- Excellent meeting, event planning and logistical coordination skills
- Broad knowledge of office administration procedures
- Strong verbal and written communication skills (via phone, email, other online communication tools, and in-person)
- Proficiency using Microsoft products including Windows and Office Suite
- Comfortable using cloud-based technology including Google Suite and dynamic databases
- Ability to demonstrate attention to detail while maintaining a high level of accuracy in a fast paced team environment
- Impeccable multi-tasking abilities
- Team player with the capacity to be resourceful and flexible
- Commitment to the principles and goals of SCOPE within a racial and social justice lens
- Bilingual in English/Spanish is a plus

**Work Environment:** This position operates on site in a professional office environment, however at times it may be temporarily remote depending on the evolving COVID-19 pandemic. This role routinely uses standard office equipment such as computers, phones and photocopiers. The noise level in the work environment is usually quiet.

**Physical Demands:** The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. This job requires that the employee must occasionally lift and/or move up to 20 pounds. Also required is the ability to listen, hear, speak, read, write, concentrate, and climb stairs, bend, and stoop. Must be able to use a telephone and computer to accomplish a variety of job tasks.

**Employment Type:** This is a full-time, non-exempt, at-will staff position of 40 hours/week. The schedule may fluctuate depending on organizational needs, and may require occasional evenings and weekends. Non-exempt employees serve a probationary period during their first six months of employment.

**Compensation & Benefits:** Competitive starting salary of \$53,000 (dependent on experience), fully paid benefits (health/dental/vision), 401k, generous vacation and sick time, professional development, and room to grow professionally. SCOPE is a values-based organization committed to challenging discrimination and oppression—people of color and people of diverse gender identities and abilities are strongly encouraged to apply.

**To Apply:** Please submit 1) a one-page cover letter, 2) resume, and 3) three professional references via email to: [scope-hr@scopela.org](mailto:scope-hr@scopela.org); include “**Executive Assistant**” in the subject line.