



Executive Assistant

A successful non-profit seeks an Executive Assistant to provide executive administrative support to team members and programs in the Office of Education and the Lasallian Education Corporation.

De La Salle Institute (DLSI), located atop a rural hilltop with spectacular views of the Napa Valley, is searching for an Executive Assistant to provide executive administrative support to team members and programs in the Office of Education and the Lasallian Education Corporation (LEC).

De La Salle Institute's purpose is to serve and support the Brothers, Partners and Apostolates of the San Francisco New Orleans District of the Christian Brothers, whose mission is to provide a human and Christian education for the young, especially the poor. Under the direction of the Director, Office of Education and Director, Board Formation, the successful candidate will perform the following duties:

- Act as Office Manager for the Office of Education
- Responds to all administrative assignments and requests as designated by the Director, Office of Education and the Director, Board Formation
- Provides administrative support for Lasallian Education Corporation including agendas, minutes, resolutions, official records (Policy Handbooks, Bylaws, Rosters & Articles of Incorporation) and coordinates with Boards of Trustees and their Chairs and Board Recording Secretaries
- Assists with training and oversight of Board Recording Secretaries in conjunction with Director, Board Formation
- Coordinates annual Fiscal Year Budget for the Office of Education
- Coordinates/manages travel and logistics for Director, Office of Education and Director, Board Formation
- Provides administrative support for the District Chief Administrators Association (DCAA), Discerning Leaders Program and Office of Education staff meetings including agendas, minutes, and all meeting logistics
- Provides administrative support for Board Governance Training, Association of Board Chairs, and Board Recording Secretary Training, including meetings/minutes, communications, meeting logistics, registration, and meeting packets
- Manages all Lasallian Education Corporation Board requests for evaluations/surveys
- Provides program support for the DCAA and other programs and projects which involve the Director, Office of Education and the Director, Board Formation
- Provides administrative support for all Office of Education department meetings
- Manages financial programs for the Office of Education including reimbursement requests and the Pro-rated Travel Program
- Supports data collection through the District Data Initiative
- Coordinates the Office of Education department calendar; coordinates updates to the District calendar with the Executive Assistant to the Visitor
- Collaborates with the Conference Center on events/gatherings/Office of Education staff requests

- Collaborates with and provides backup support for Executive Assistant to the Visitor, Administrative Assistant, Office of Education and Office Manager, Covington as needed
- Assists with Young Lasallian programs as needed
- Maintains confidentiality
- Compiles binders, folders, meeting materials for events/gatherings
- Performs general office duties as required

KNOWLEDGE AND SKILL REQUIREMENTS:

- A collaborative team player who is actively committed to building community
- Strong leadership skills, analytical skills, and ability to make independent decisions
- Self-starter; ability to manage time and meet deadlines with little supervision
- Comfortable working in a fast-paced environment with multiple concurrent projects
- Proficient in Word, Excel, Outlook, PowerPoint, Access, Publisher, and File Maker Pro
- Proficient in web-based programs such as SharePoint, Basecamp, ZOOM, and Survey Monkey
- Ability and willingness to learn new software and web-based programs
- Proficient in design and creativity in publications
- Ability to use multimedia tools and audio-visual equipment
- Excellent grammar and writing skills
- Excellent proofreading and editing skills
- Basic math/accounting skills
- Strong organization skills and attention to detail
- Ability to multi-task while maintaining proficiency and accuracy
- Flexible and adaptive with ability to adjust to changing priorities
- Ability to support team members with varying roles and personalities
- Excellent professional courtesy and manner with all external and internal contacts
- Willingness to grow in understanding of the Lasallian mission and heritage
- Excellent attendance and punctuality

QUALIFICATIONS, EDUCATION AND EXPERIENCE REQUIREMENTS:

- Minimum of Bachelor's degree
- Minimum three to five years of administrative support experience required

PHYSICAL DEMANDS:

- Ability to work in a fast-paced working environment managing multiple tasks
- Ability to spend considerable time sitting at a computer, keyboarding
- Ability to bend, stretch and lift 20 pounds
- Ability to travel for occasional off-site meetings
- Frequent travel to multiple communities within the San Francisco/CA Bay Area required

BENEFITS:

We offer a rich benefits package that includes the following: Medical, Dental, Vision, two types of retirement plans: a defined benefit plan (Pension) and a defined contribution plan (403(b)), Life and AD&D Insurance, Long Term Disability, Flexible Spending Account, AFLAC, Vacation Benefit, Sick Leave and Holiday Pay.

Qualified applicants may respond to resume@dlsi.org with a cover letter and resume. EEOC