



Job Title: Executive Assistant

FLSA: Non-Exempt

Full time: 40 hours/week

Hourly range: \$25 to \$28

Benefits: Medical, Dental, Vision (with employer contribution), Flex, Life, 401k w/ match. Generous time-off & 11 paid holidays.

Supervisor: Chief Executive Officer

Position Description: The Executive Assistant is responsible for providing a broad range of administrative support that enhances the CEO's capacity to effectively implement the mission of Mama's Kitchen. Performs a variety of complex administrative functions under the direct supervision of the CEO.

Primary Responsibilities:

1. Provide comprehensive administrative support that enhances the CEO's capacity to successfully execute that mission of Mama's Kitchen. This includes the preparation of reports, presentations, and statistical data, as well as clerical and other supportive tasks.
2. Act as point of support for the board of directors.
3. Work with the CEO in the preparation of board meeting agendas and board packets.
4. Prepare meeting agendas and minutes, including recording, transcriptions, and distribution.
5. Arranges meetings and sends out notices for general board meetings and for the following committees: executive, and board governance, finance, and development committees.
6. Arrange meetings for the leadership team and staff, including agenda, meeting notices, and minutes.
7. Makes arrangements for CEO's organization-related travel.

Other responsibilities:

1. Maintain office & other supply inventories and ordering.
2. Maintain office equipment including copiers and phone system.
3. Conference room scheduling and set up for staff, board, and outside meetings.
4. Maintain upstairs staff kitchen & supplies.
5. Assist with other committees: IDEA, Sunshine Committee.
6. Periodically deliver meals; and
7. Other duties as assigned.

Required Skills:

1. Bachelor's degree in relevant field desired.
2. At least 3 years of executive support experience.
3. High level of organization, flexibility, and attention to details.
4. Experience with data presentation (PowerPoint, infographics, charts, grids, etc.).
5. Experience working in a work environment where sensitive/confidential information is maintained.
6. Comfortable working in an open office setting.
7. Ability to perform most general office tasks.
8. Excellent written and oral communications skills.

9. Working knowledge of Microsoft Works (Word, Excel, PowerPoint, etc.).
10. Bilingual (Spanish/English) a plus.
11. Previous experience with non-profit organizations a plus.
12. Reliable vehicle and clean driving record; and
13. Ability to lift 50 lbs.

Covid 19: We require all employees to be fully vaccinated and provide proof of vaccination upon hire.
Background Check: All employees are required to go through a background check. The final consideration for employment depends on clearing of a background check.

Vision Statement:

At Mama's Kitchen, we envision a community where all individuals with critical illnesses are no longer vulnerable to malnutrition.

Mission Statement:

Mama's Kitchen believes that everyone is entitled to the basic necessity of life – nutritious food. Our services improve the health and well-being of individuals and families vulnerable to malnutrition due to critical illness.

Mama's Kitchen Core Values

Dignity and Respect: Focus on the individual is at the heart of everything we do at Mama's Kitchen. Mama's Kitchen fosters a community where mutual respect and dignity are preserved by promoting humanity, compassion and empathy towards our clients, donors, volunteers, and staff.

Reliability: Mama's Kitchen is resourceful, efficient, and flexible. Our clients tell us that reliability is what sets Mama's apart from other organizations.

Integrity: Guided by honesty, loyalty and a commitment to confidentiality, Mama's Kitchen is responsive to the needs of all our clients, volunteers, donors, and staff. We pride ourselves in doing what we say we are going to do.

Diversity: Mama's Kitchen is an all-inclusive family. We foster a welcoming environment and embrace all members of the community without judgment.

Team Work: Mutual effort and unity are the ingredients that allow our mission to succeed.

Equal Opportunity

Mama's Kitchen has a long-standing commitment to equal employment opportunity for all applicants for employment. Employment decisions including, but not limited to, those such as employee selection, performance evaluation, administration of benefits, working conditions, employee programs, transfers, position changes, training, disciplinary action, compensation, and separations are made without regard to race, color, religion (including religious dress and grooming), creed, national origin, nationality, citizenship status, domestic partnership status, ancestry, gender, affectional or sexual orientation, gender identity or expression, marital status, civil union status, family status, age, mental or physical disability (including AIDS or HIV-related status), atypical heredity cellular or blood trait of an individual, genetic information or refusal to submit to a genetic test or make available the results of a genetic test, military status, veteran status, or any other characteristic protected by applicable federal, state, or local laws.

Please send Resume and cover letter to jobs@mamaskitchen.org