

The Alzheimer's Association is a national voluntary health organization dedicated to assisting people with dementia and their families, raising public awareness, research, and public advocacy. The Los Angeles chapter is the largest chapter nationwide and is recognized for its rapid growth and innovative programs.

Position Title: Executive Assistant
Full-time Position, Los Angeles Office

Essential Job Functions

- ◆ Prepare draft and final correspondence, minutes, reports, spreadsheets and presentations using MS Office, etc. software. Follow through with appropriate proofreading, copying, circulating and filing.
- ◆ Manage and maintain complex calendar
- ◆ Arrange travel and reservations for CEO and assist other staff members as needed
- ◆ Schedule and confirm internal and external appointments, meetings, conferences
- ◆ Screen and route incoming telephone calls; coordinate conference calls
- ◆ Prepare monthly expense reports
- ◆ Prioritize and manage multiple projects simultaneously
- ◆ Provide administrative support to Board President as needed
- ◆ Prepare/coordinate mailings to Board of Directors, Executive Committee and Finance Committee
- ◆ Prepare for and coordinate all meeting activities for Board of Directors, Executive Committee and Finance Committee
- ◆ Take and prepare minutes for Board of Directors' meetings and other meetings as needed
- ◆ Other duties as assigned

Minimum Requirements

- ◆ 7+ years experience with increasing responsibilities in executive/administrative setting
- ◆ College degree required
- ◆ Proficient in MS Office Suite and Windows applications, including extensive knowledge of Outlook
- ◆ Experience with Internet and E-mail
- ◆ Excellent organizational skills
- ◆ Excellent record-keeping capabilities
- ◆ Expert level written and verbal communication skills
- ◆ Strong math ability
- ◆ Ability to work overtime hours as needed
- ◆ Ability to travel to regional offices as needed
- ◆ California driver license, proof of automobile insurance, reliable transportation
- ◆ Successful background screening

Salary: Based on skills and experience

Submit resume with cover letter to: Alzheimer's Association, LARSB
ATTN: Human Resources – EA/Los Angeles
5900 Wilshire Blvd., Suite 1100
Los Angeles, CA 90036
Fax: 323-938-1036
Email: alzajob@sbcglobal.net (Word documents only)
No Telephone Inquiries