



# EXECUTIVE ASSISTANT

## Position Description

### COMPANY OVERVIEW

#### Company Mission and Services

Focus Strategies is a national consulting firm based on the West Coast dedicated to helping communities improve efforts to end homelessness through community-based planning informed by local data and national best practices. For more than sixteen years, we have provided consulting to jurisdictional and community leadership in communities across the country in their efforts to reduce homelessness.

We are dedicated to partnering with communities through strategic consulting and technical assistance to design and implement housing-focused, equity-informed, and person-centered solutions that reduce homelessness. We are committed to working with our clients to understand their community's need, including the experience and dynamics of homelessness in the region as well as the unique strengths and challenges of existing strategies. Together, we partner with our clients to develop programs, map strategic action plans, identify policy solutions, and evaluate efforts to improve outcomes for people experiencing homelessness.

Our projects include the following types of services for non-profit and governmental clients:

- Systems of care analysis and research with a focus on systems to end homelessness.
- Community-based system planning with a focus on systems to end homelessness.
- Systems and program evaluation, with a focus on system performance, equity analyses, and elevation of input from people with lived expertise of homelessness.
- Data collection and analysis services, including integrating multiple datasets, manipulating Homeless Management Information System (HMIS) data and generating homeless counts.
- Developing strategies to increase access to the housing market for people experiencing homelessness.
- Increasing the supply of affordable and supportive housing through systems-level and project-specific development, as well as implementation technical assistance.
- Policy development and analysis.

## **POSITION SUMMARY**

Position:	Executive Assistant
Location:	(Remote) West Coast, United States, must be located in Pacific Time Zone
Reports to	Administrative Manager, supports the President
Status:	Full-time, non-exempt
Compensation:	40-hour week (negotiable), \$29-38/hour depending on experience and skills
Time off & benefits:	Paid time off (vacation, sick time, and 10 holidays), 401(k) with 4% salary match and profit sharing, generous benefits (health, dental, and vision), flexible spending plans, short and long-term disability insurance, and \$50 per month reimbursement for phone, internet, and office supplies.
Pre-Requisites:	As a condition of hire, Focus Strategies requires proof of having received a Covid-19 vaccine. Focus Strategies complies with all applicable laws and makes reasonable accommodations for applicants in need of an exemption due to a medical reason or because of a sincerely held religious belief.
Start Date:	Open until filled
Contact Info:	Nina Prudhomme, Administrative Manager, <a href="mailto:info@focusstrategies.net">info@focusstrategies.net</a>

## **EXECUTIVE ASSISTANT RESPONSIBILITIES AND REQUIREMENTS**

### **Position Overview and Responsibilities**

The appropriate candidate will enhance the President's and firm's effectiveness by providing high-level administrative support. The Executive Assistant will be responsible for providing support to the president and the team as directed to ensure that company goals and objectives are accomplished. The executive assistant's primary role will be supporting the President and will require exceptional communication skills, flexibility, critical thinking, efficiency, and confidentiality. As the President's day unfolds, planned work for the day often changes as the President and the team shift to meet clients' needs.

### **Executive Assistant will**

Conserve executive team members' time by facilitating coordination and execution of tasks that support the President and executive team members to efficiently achieve their objectives.

Examples include:

- Manage complex scheduling for President and other executive team members as well as draft and coordinate meeting agendas, mail, email, calls, travel arrangements, client communication, and other logistics.
- Participate in executive and other meetings, take notes, and complete follow-up tasks during and after meetings.
- Maintain daily contact with the President for the purpose of coordinating and setting priorities.
- Receive updates from team members regarding project timelines and adjust schedules, agendas, and task lists with President as needed.
- Reading, researching, and routing correspondence; drafting letters, documents, and meeting and presentation materials; collecting and analyzing information; initiating telecommunications; maintaining and updating reference and research materials;
- Manage Company's mail via virtual service by collating, distributing, and filing as appropriate.
- Provide historical reference by developing and utilizing filing and retrieval systems; recording meeting discussions.
- Purchase and distribute materials to staff and clients.
- Coordinate employment related processes, including working closely with administrative leadership; process documents containing confidential information while maintaining discretion and confidentiality at all times.
- Produce information by transcribing, formatting, inputting, editing, retrieving, copying, and transmitting text, data, and graphics with excellent attention to detail.
- Prepare reports by collecting and analyzing information.
- Manage logistics for internal and external trainings and events (once in person/travel resumes).
- Contribute to team effort by accomplishing other tasks as needed.

### **Position Requirements**

- Flexibility - must be able to work with shifts in priorities on a daily and weekly basis.
- Ability to continuously and effectively prioritize in a fast-paced, supportive environment, with the ability to respond and adapt to changes quickly
- Willingness to do whatever is needed to support the President, executive team, and staff in accomplishing work.
- High level of attention to detail and accuracy.
- Exceptional time management

- Ability to analyze emails, other correspondence, and administrative policy documents and convey conclusions to President and team members - usually regarding scheduling time and appointments.
- Excellent communication skills - both verbal and written.
- Excellent Microsoft Office skills, including Outlook, Word, Excel and PowerPoint.
- Strong problem-solving and time management skills.
- Bachelor's Degree and minimum of 3 years of experience as an executive assistant.
- A valid driver's license for occasional purchases and distribution of materials to staff or clients.

### **What the Executive Assistant will gain from the position**

- Opportunity to work with a supportive, committed team working to reduce homelessness as quickly and equitably as possible.
- Opportunity to be part of a supportive and growing administrative team that supports the delivery of consulting services for public benefit.
- Opportunity to be key support to the executive team, providing daily assistance to the President and executive team with confidential and sensitive tasks.
- Opportunity to advance the company's goal of providing a positive presence that contributes to the company's professionalism and effectiveness.
- Opportunity to develop new skills and advance in areas of interest. As a small, growing business, new challenges and growth areas are a regular part of our work.

### **About Our Workplace**

Focus Strategies is committed to creating an inclusive workplace with a collaborative team dedicated towards our mission of helping communities house people experiencing homelessness. We are an Equal Opportunity Employer. In alignment with our company values, we strive to attract and maintain a workplace that reflects a broad spectrum of diversity. We strongly encourage employment applications from people who self-identify as coming from historically marginalized populations and communities who have been most impacted by homelessness.

We are currently a 13-person firm that operates fully remote with regular phone and video meetings. Our normal work hours are 8am-5pm Pacific Time. Occasional work outside of normal hours may be required to meet project deadlines. When public health guidance allows for travel,

this position requires limited travel to internal meetings, client sites, trainings, and/or conferences.

### **Physical Requirements**

- Ability to sit or stand for prolonged periods while working on a computer for 6-8 hours per day.
- Ability to give and receive detailed information through verbal and written communication.
- Ability to use a keyboard, headphones, and operate a computer consistently throughout the day.
- Ability to perform activities such as: preparing and analyzing data and figures; transcribing; viewing a computer terminal; expansive reading.
- Ability to set up and maintain workspace in home environment with minimal paper file management.
- Ability to lift up to 25 pounds, including home office computer set up, rare shipping of equipment for repair, receiving occasional office supply shipments, carrying laptop and files for occasional all-day travel (once travel is resumed).

### **TO APPLY**

Interested Applicants: Please send your resume and brief cover letter as **one PDF** to [info@focusstrategies.net](mailto:info@focusstrategies.net). Please include your name and position title in the document's electronic name (e.g., Kendra Scott Executive Assistant application.pdf).

Application Process Overview:

- Focus Strategies utilizes a multi-phase application process that includes multiple interviews and a practical assessment. Each subsequent phase is only for applicants who advance from the prior phase of the application process.