

POSITIVE IMAGES

Job Description

Executive Assistant to the Executive Director

Title: Executive Assistant to the Executive Director

Classification & Time: Non-Exempt, Full Time (30–40 hrs/week)

Compensation: \$62,400 - \$70,000/year FTE (depending on experience), benefits eligible

Reports to: Executive Director

Location: 1000 Apollo Way, Suite 110, Santa Rosa, CA 95407; other Sonoma County locations; hybrid flexibility

Compensation & Benefits

- **100% employer-paid medical insurance** for employee and dependents
- **Paid Time Off (PTO):**
 - Years 0–2: 0.058 hours per hour paid (max 120 hours/year)
 - Years 2+: 0.077 hours per hour paid (max 160 hours/year)
- **14 paid holidays**
- Sick Leave, Bereavement Leave, and Parental Leave
- **CalSavers 401k retirement program eligibility**
- Professional development opportunities
- Trauma-informed, LGBTQIA2S+-centered workplace
- Collaborative culture grounded in community care

Overview

Positive Images (PI) is an LGBTQIA2S+ Community Center serving Sonoma County and the greater North Bay.

The Executive Assistant provides high-level administrative and logistical support to the Executive Director and limited administrative support to the Director of Programs. This role helps ensure the leadership team can focus on strategic priorities by coordinating schedules, managing communications, preparing materials, and maintaining internal systems and documentation.

This position plays a key role in maintaining organizational flow, ensuring meetings, projects, and communications move forward efficiently.

In addition to executive support responsibilities, the Executive Assistant will also provide limited program and operational support to the center, including staffing the front desk approximately one day per week and assisting with program logistics when needed.

This role is ideal for someone who enjoys building order from complexity, thrives in fast-paced environments, and values both administrative excellence and community-centered work.

Primary Responsibilities

Executive Support

Provide administrative and logistical support to the Executive Director.

Responsibilities may include:

- Managing calendars, scheduling, and meeting coordination
- Preparing meeting agendas, notes, and follow-up action items
- Assisting with email triage and prioritization when needed
- Coordinating logistics for board meetings and leadership meetings
- Maintaining organized digital filing systems and institutional documentation
- Supporting logistics for community meetings, trainings, and external partnerships

Organizational Coordination

Help ensure strong internal coordination and communication across the organization.

Responsibilities may include:

- Tracking projects, deadlines, and deliverables across departments
- Supporting internal communications and information flow
- Assisting with documentation of organizational policies, procedures, and systems
- Support of coordinating logistics for staff trainings, retreats, and internal meetings
- Supporting onboarding logistics for new staff or volunteers

Program & Center Support

Provide limited support to programs and center operations.

Responsibilities may include:

- Staffing the center front desk approximately **one day per week**
- Greeting visitors and helping maintain a welcoming and affirming community space
- Assisting with program logistics or events when additional support is needed
- Helping fill short-term operational gaps during busy program periods

Minimum Qualifications

- Strong organizational and administrative skills
- Excellent written and verbal communication
- Ability to manage multiple priorities and deadlines
- Strong attention to detail and follow-through
- Ability to handle sensitive information with discretion
- Comfort working in a fast-paced and evolving environment
- Commitment to LGBTQIA2S+ community care and belonging

Preferred Qualifications (Not Required)

- Bilingual Spanish/English
- Experience supporting executives, leadership teams, or nonprofit organizations
- Familiarity with scheduling systems, CRM platforms, or project management tools
- Experience working with multiracial, multigender, multicultural, and intergenerational communities
- Knowledge of Sonoma County or the North Bay nonprofit landscape