



has an opportunity for an

Executive Assistant
Corporate Office (Laguna Hills)
Full-Time

Western Youth Services is a leading expert in children's mental health and wellness solutions. As a hub of children's mental health in Orange County, we've been providing services and programs for our community for over 50 years. Our passionate and dedicated staff deliver services and programs that prevent, treat and heal our kids and families and increase their ability to live full and productive lives. If this sounds like you, and you meet the qualifications for this position, please send us your resume.

The Executive Assistant is responsible for delivering comprehensive administrative and office support to the Chief Executive Officer (CEO) and Chief of Staff (CoS), ensuring the smooth and efficient operation of the executive department in a fast-paced environment. This role involves managing communications, coordinating projects, and providing essential support to the CEO and Executive Department.

Responsibilities:

Executive Support:

- **Dedicated Support:** Provide dedicated administrative support to the CEO and CoS, including managing calendars, scheduling meetings, and handling travel arrangements.
- **Communication:** Handle delegated communications, including taking calls, responding to emails, and interfacing with external relations with contracted funders (e.g. County of Orange, School Districts, CalOptima, etc.), donors, and other key stakeholders on behalf of the CEO.
- **Confidential Matters:** Handle complex and confidential administrative duties, ensuring all sensitive information is treated with discretion.

Administrative Coordination:

- **Office Operations:** Support the daily operations of the executive office, including maintaining office supplies and ensuring the office environment is organized and professional.
- **Event Planning:** Assist in organizing and managing events, including board meetings, retreats, all agency meeting, and other events the CEO attends or hosts.
- **Meeting Preparation:** Proactively prepare and brief the CEO and CoS with detailed, organized information prior to meetings and engagements. Prepare materials in advance of meetings, including summaries, key issues, background context, and recommended follow-up actions.
- **Documentation:** Type documents, including strategic plans, reports, and presentations for the CEO, ensuring accuracy and attention to detail.

Project Support:

- **Task Coordination:** Coordinate and prioritize tasks to ensure that the CEO and CoS's directives are implemented efficiently.
- **Project Assistance:** Assist in the execution and management of special projects and initiatives as directed by the CEO and CoS.
- **Tracking Progress:** Monitor project timelines and deliverables, providing regular updates to the CEO in preparation for related meetings.

Communication and Coordination:

- **Internal Collaborative Coordination:** Facilitate communication and coordination across departments, ensuring that information flows smoothly and efficiently within the organization.
- **External Communication:** Draft and review correspondence, reports, and presentations for the CEO and forward to CoS as outlined in policies.
- **Other duties:** as assigned and requested.

Minimum Qualifications:

- High school diploma or General Education Degree (GED) required; bachelor's degree in Business Administration, Communications, or a related field preferred.
- 5+ years of experience as an Executive Assistant, demonstrating progressively increasing responsibility
- Minimum of one year of experience supporting C- Level executives with a strong preference for prior direct C-suite support.

Competencies:

1. Demonstrated ability to handle confidential information with the highest level of discretion.
2. Proven ability to work independently, with a strong bias for action, anticipating needs, and taking ownership to proactively manage tasks and priorities with minimal supervision.
3. Strong attention to detail and accuracy in a fast-paced, dynamic environment.
4. Proficient in Microsoft Office Suite (Word, Excel, PowerPoint, Outlook, Teams, Chat).
5. Excellent verbal and written communication skills, along with strong problem-solving abilities.
6. Ability to manage a periodically heavy workload, meet strict deadlines, and perform effectively under pressure while maintaining composure.

Work Environment:

- Ability to work flexible hours, including evenings and weekends, as needed.
- This role is primarily office-based with occasional travel as required.

Salary: Hourly rate starting at \$25.00, with flexibility based on qualifications, skills, and relevant experience.

Benefits: Comprehensive employee benefits package includes: Medical, Dental, Vision, Life Insurance, Long Term Disability and 403(b) Retirement Incentive & Savings Plan.

Western Youth Services' Mission: Advancing awareness, cultivating success, and strengthening communities through integrated mental health services for children, youth, and families.

Western Youth Services (WYS) is an Equal Opportunity Employer and seeks to recruit and retain a diverse workforce. WYS values and promotes a culture of inclusivity and belonging, one that embraces the contributions of richly diverse disciplines and perspectives of all employees and staff.