



## **Executive Assistant/Office Manager**

Full-time, Salaried, Exempt position

The position requires an experienced, versatile, organized, detail-oriented manager with excellent communication, interpersonal and team building skills. This is an exciting opportunity to work in the vibrant LA Fashion District in downtown Los Angeles. The Executive Assistant/Office Manager assists the Executive Director with the administrative aspects of the organization and coordinates special projects as assigned. These include but are not limited to:

### **Administration and Management**

- Manage and coordinate Executive Director's calendar.
- Assist Executive Director with relaying information to external parties and following up on pending items.
- Ensures the quality and appropriate distribution of documents presented to the Board of Directors.
- Tracking and advising executive management of key deadlines.
- Monitoring compliance of organizational policies and procedures.
- Coordinate communications with Board of Director's and committees, including distribution of meeting notifications, information packets, staff reports, Board of Director's agendas, meetings, minutes, and correspondence; insuring compliance with all regulations for public posting of official meeting notices.
- Manage Board elections.
- Manage CPRA requests.
- Produce Quarterly Activity Report and Annual Report to the City Clerk's office.
- Update and maintain property owner database and CRM.
- Provide general administrative support to Executive Director and Finance Manager.
- Complete special projects and other duties as assigned.

### **Office Management**

- Manage facilities, equipment, and supplies.
- Manage the organization's legal documents, files, lists and databases.
- Maintain archives of official records, including governance and other documents.
- Administer and maintain employee access to internal office systems, including email, calendar, database, phone, password management etc.
- Manage office technology, including but not limited to computer maintenance and implementation of new software programs, engaging IT consultants as needed.
- Manage office - including inventory and purchase of supplies, engaging office vendors including copier, IT, phone, water, office cleaning service, etc.
- Provide telephone and visitor reception.

**Compensation:** Commensurate with experience and qualifications. Anticipated Salary \$75,000, plus benefits package (medical/dental/vision/SIMPLE IRA), cell phone allowance, paid parking, or commuter allowance.

**Experience:** Bachelor's degree and 3+ years professional experience or 5+ years professional experience

**To Apply:** Submit resume and cover letter to [info@fashiondistrict.org](mailto:info@fashiondistrict.org)