



## Board Liaison-Executive Assistant Position Description

Location: Irvine, CA  
Reports to: Chief Executive Officer  
Status: Full-time, Exempt with a salary range of \$70,447 - \$74,590  
Schedule: Monday – Friday, 40 hours/week; remote option 1-day per week  
Benefits: We offer excellent Benefit Plans including incremental PTO Plan; 15+ Paid Holidays plus a Birthday Floating Holiday. 403b retirement plan with a match. Medical & Dental insurance plans with majority paid by employer. Life Insurance plan and Employee Assistance Program paid by employer.

Would you like to go to work knowing that every day you'll be making a real difference in the lives of at-risk people in your community? At Second Harvest Food Bank that's exactly what you'll be doing. Every moment of your workday will directly impact our mission to provide food for those who need it when they need it. **Come join our upbeat, collaborative team who are improving lives every day by taking hunger off the table.**

We are committed to living out the Food Bank's core values of **Integrity & Accountability, People First, Compassion, Purpose Driven, and Stewardship** in pursuit of our mission.

### **About Second Harvest Food Bank of Orange County**

Second Harvest Food Bank's (SHFB) Vision: An Orange County with food and nutritional security for all. Our Mission: In collaboration with our partners, we provide dignified, equitable and consistent access to nutritious food, creating a foundation for community health. Since 1983 we have been a source of food security for all members of our community when they need our help.

### **POSITION PURPOSE:**

The Board Liaison-Executive Assistant is the point of collaboration between the Chief Executive Officer (CEO) of Second Harvest Food Bank of Orange County (SHFB) and Board of Directors (Board), as well as the Leadership Team and Board committees, task forces, advisory groups, and any other core elements of Second Harvest's governance structure.

The primary purpose of this position is to provide vital governance and administrative support to the Board, its Committees, the CEO, and the Leadership Team. As outlined in more detail below, the Board Liaison actively, professionally, and administratively enables these parties in:

- Governance and leadership responsibilities
- Fostering an effective relationship among the Board/Committees and the Leadership Team
- Ensuring timely and accurate exchange of communications and information between the parties
- Coordination of hosted meetings and events for these bodies

The Board Liaison reports to the CEO and will be included in Executive Team, Board, and Member meetings, as appropriate, to fulfill their duties.



## **Duties & Responsibilities of the Board Liaison-Executive Assistant**

### *Supports and Facilitates Effective Relationships*

- Facilitates effective relationship between all elements of Second Harvest's governance structure.
- Fosters collaborative working relationships between and among Board Chair, the Board and Committee Members, CEO, and the Leadership Team.
- Ensures alignment of committee work with the strategic plan, meeting all compliance requirements.
- Helps Committees to operate within the parameters of their charters or charge.
- Manages all communication flow between members/board and the CEO; maintains the Board Portal.

### *Promotes Board Development*

- Assists in coordinating and facilitating new Board Member onboarding and orientation.
- Assists CEO in conducting, communicating, and acting on regular governance, Board, Board Member self-assessments, peer-to-peer Board Member assessments, and committee assessments.
- Works with the CEO to build relationships with member leaders in cultivation for board positions; staffs the board's Governance Committee.
- Works with the CEO and Board Chair to ensure long-term productivity of the Board and Committees, including facilitating a smooth transition from the outgoing Board Chair to the incoming one.

### *Facilitates Effective Board Communications and Meetings*

- Maintains discretion and confidentiality in relationships with Board /Committee Members.
- Assists in coordinating the agenda and meeting logistics for Board meetings, Executive Committee meetings, CEO and Executive Team meetings.
- Works with Board and Committees to create and distribute the meeting materials; works with leadership team members to ensure committee packets are developed and distributed on time.
- Prepares Board meeting minutes for approval by Board and recording by the Board Secretary.
- Works with the CEO and Board Chair to calendar Board events.

### *Alignment and Support Strategy*

- Helps the Board Chair and CEO to stay aligned with SHFB's strategic plan.
- Responsible for special project management and support as directed by the CEO and the Board Chair.

### *Project Management*

- Works collaboratively with the leadership team to manage projects to support organizational priorities.

### *Executive Administrative Duties*

- Completes a wide variety of administrative tasks for the CEO, including composing and preparing confidential correspondence, managing the CEO's calendar, and working with the Leadership team to ensure the CEO is effectively engaged in various forums.
- Creates, organizes, and maintains accurate electronic files and hardcopy folders.



- Prioritizes conflicting needs; handles matters expeditiously and proactively follows through on projects to successful completion, often with deadline pressures.
- Builds and maintains relationships with and information flow to external advisors and key stakeholders of the food bank.

#### **Required Skills and Personal Attributes**

- Expert-level written and verbal communication skills.
- Demonstrated proactive approaches to problem-solving with strong decision-making capability.
- Strong organizational skills that reflect the ability to perform and prioritize multiple tasks seamlessly with excellent attention to detail.
- Highly resourceful team player with the ability to be effective independently.
- Solid interpersonal skills and the ability to build relationships with stakeholders, including staff, Board Members, external partners, and vendors.
- Proven ability to handle confidential information with discretion, be adaptable to various competing demands, and demonstrate the highest level of professionalism, service and response.
- Demonstrated ability to achieve high-performance goals; meet deadlines in a fast-paced environment.
- A forward-looking thinker who actively seeks opportunities and proposes solutions.

#### **Education and Experience Requirements.**

- Bachelor's degree preferred.
- Minimum of 3 years of experience supporting C-suite executives, preferably in a non-profit organization; with experience working with a Board of Directors.
- Experience/interest in communications, partnership development, and fundraising.
- Proficient in Microsoft Office Suite (Outlook, Word, Excel, and PowerPoint), and Adobe Acrobat.
- Patience, curiosity, and a sustained willingness to change one's mind.

#### **PHYSICAL DEMANDS/ENVIRONMENTAL FACTORS:**

- Ability to lift 20 pounds for meeting supplies or equipment, as needed.
- Occasional driving throughout Orange County for meetings.
- Extended periods of sitting while working on a phone and computer.
- Indoor office environment and warehouse environment with moderate noise at food bank location.
- Office hours are 8am – 4:30pm, schedule may vary based on needs.

*The above statements are intended to describe the general nature and level of work performed, rather than to be an exhaustive list of all duties, responsibilities, and skills required for the position. The position duties may be changed at any time at management's discretion. This position description is not intended to create contractual obligations of any kind. To perform this job successfully, an individual must be able to perform each essential job function satisfactorily. The requirements listed above are representative of the knowledge, skills and/or abilities required.*

*Second Harvest Food Bank of Orange County, Inc. is an Equal Opportunity Employer*

To apply, visit <https://feedoc.org/careers/>