



COMMUNITY OVERCOMING  
RELATIONSHIP ABUSE

## **Position: Executive Assistant**

**Who We Are:** CORA (Community Overcoming Relationship Abuse) is the only agency in San Mateo County providing comprehensive crisis intervention and supportive services to survivors of domestic violence and their children. **We seek an Executive Assistant with a high degree of professionalism and experience to provide a wide variety of sensitive and administrative support primarily to the Executive Director.**

CORA is strengths-based, collaborative, accessible, and client-centered. We believe that everyone deserves to be treated with respect in their intimate relationships and, as such, we provide safety, support and healing to individuals who experience abuse in an intimate relationship and educate the community to break the cycle of domestic violence. Regardless of a survivor's race, class, gender, sexual orientation, or culture, we save lives and provide an opportunity to begin again.

CORA inspires work of the highest caliber and foster staff engagement through transparency and inclusion in agency decisions wherever possible. We also strive to ensure our policies and communications reflect an appreciation of the impact of social inequities, historical and current, and actively promote healthy relationships amongst staff by demonstrating mutual respect in all our communications.

## **CORA History and Overview**

CORA has provided services to survivors of intimate partner abuse for 40 years. Our programs include Crisis Intervention Services, including a 24-hour hotline, collaboration with law enforcement, and support groups. Family Support Services provides mental health therapy, transitional housing for survivors and their children, and a children's program that provides supportive counseling, weekly art and literacy programs, and developmentally appropriate support. CORA also provides education about domestic violence and legal assistance.

**Position Summary:** CORA seeks a motivated, self-directed individual who is capable of handling multiple priorities simultaneously and completing tasks in a professional timely manner. The EA must show a level of flexibility with supporting the Executive Director. Applicants must have excellent communication skills, be proficient with Microsoft Office applications, have a friendly demeanor and be comfortable working with people. The EA must be organized, resourceful, must be able to thrive in a fast-paced environment, work well independently and enjoy working in a collaborative environment in a mission driven, and community focused organization. The position will require very strong organizational and interpersonal skills, excellent attention to detail and discretion. This position provides growth opportunity in career development, professional development, and personal development.

## **Primary Responsibilities:**

- Demonstrate high degree of professionalism, interpersonal skills, tact, integrity and good judgement.
- Compose high-level written correspondence; edit and proof a variety of written and visual deliverables, including those for the Board, public officials, and community partners.
- Provides administrative support for Executive Director and Board of Directors, including but not limited to preparing agendas, minutes, notices, and tracking and manage Board documents.
- Draft, prepare and process correspondence in a timely manner with impeccable attention to detail.
- Manage the Executive Director's calendar and coordinate meetings, events, and travel (i.e. schedule appointments, arrange meetings and prepare agendas and supporting materials for meetings).
- Assist with managing internal and external professional relationships. Interact with members of board of directors, committee members, senior staff, and visitors.

- Support new board member onboarding process (schedule calls and meetings) and manage tasks associated with off-boarding board members.
- Manage Board documents, including for monthly meeting preparation, and track board-related documentation and information (roster, corporate records, etc.) all in a timely manner.
- Serve as recording secretary and distribute minutes for special projects and occasional internal meetings.
- Deals with diverse group of external callers and visitors as well as internal contacts at all levels of the organization; screen incoming calls and correspondence and responds independently when appropriate.
- Organize meetings, events, conferences by coordinating with caterers, facilities/venue, speakers, and issuing invitations
- Assist with general office duties including but not limited to: providing daily receptionist break, scanning, photocopying, faxing, etc.
- Other duties as assigned.

**Required Education, Qualifications, and Competencies:**

- Bachelor's degree ideal but required.
- Non-Profit experience a plus.
- Bilingual English/Spanish fluency a plus.
- Ideally 3+ years of Senior Administrative or Exec level support experience in non-profit.
- Advanced level in Microsoft Office Suite, demonstrated ability to learn new systems.
- Demonstrate high degree of professionalism, interpersonal skills, tact and good judgement; experience dealing with sensitive and confidential information.
- Must be able to prioritize and plan work activities as to use time efficiently.
- Must be organized, accurate, thorough, and able to monitor work for quality.
- Must be dependable, able to follow instructions, respond to management direction, and must be able to improve performance through management feedback.
- Forward looking thinker, who actively seeks opportunities and proposes solutions.
- Strong sense of urgency and exemplary levels of accuracy, efficiency, flexibility, initiative and resourcefulness.
- Excellent verbal and written communication skills; experience drafting and editing professional correspondence with correct grammar, style, and punctuation.

**Reports to:** Executive Director

**Benefits/Compensation:** This is a Full-Time, non-exempt position. Hourly rate \$26.00 per hour. CORA provides excellent health benefits (medical, dental, vision, chiropractic), generous time-off policies, LT disability, life insurance, and a matching retirement plan.

**To Apply:** Please email resume and cover letter to: [jobs@corasupport.org](mailto:jobs@corasupport.org).

**Websites:** [www.corasupport.org](http://www.corasupport.org) and [www.teenrelationships.org](http://www.teenrelationships.org)

*CORA is proud to be an equal opportunity employer. We seek diversity with respect to race, color, age, sex, (including breastfeeding and medical conditions related to breastfeeding), religion (including religious dress or grooming practices), national origin, mental or physical disability, genetic characteristics and information, ancestry, marital status, family status, political belief, sexual orientation, gender (including gender identity and expression), medical condition, military, or veteran status or any other category or status protected by Federal, State or other applicable laws.*

*All applicants are welcome. Individuals who are bilingual, people of color, members of the LGBTQ community and/or survivors of domestic violence are strongly encouraged to apply. The position will remain open until filled.*

**No phone calls please.**

