



Executive Assistant

About the Organization:

Founded in 1973 as Women In Film, Los Angeles, WIF advocates for and advances the careers of women working in the screen industries, to achieve parity and transform culture. We support women and people of marginalized genders in front of and behind the camera and across all levels of experience. We work to change culture through our distinguished pipeline programs; we advocate for gender parity through research, education, and media campaigns; and we build a community centered around these goals. Membership is open to all screen industry professionals, and more information can be found on our website: wif.org.

About the Position:

The Executive Assistant is based in Los Angeles and responsible for supporting the CEO with the expectation of being in the office at least two days per week. They will manage the schedule and communication for the CEO, as well as communication with the Board of Directors. The person in this position will be familiar with all aspects of the organization, including confidential information, and will take initiative to solve problems thoughtfully and independently.

Responsibilities Include:

- Manage scheduling, calendars and call sheet for the CEO
- Create and maintain Executive Office systems including workflow
- Draft correspondence for CEO
- Manage preparation and follow up for internal/external meetings which includes drafting agendas and reports
- Manage schedule of Board Meetings and Board Committee Meetings.
- Prepare quarterly Board Meeting packet; take notes at all Board meetings and occasional committee meetings
- Order food for meetings
- Book travel and submit expense reports
- General office tasks to include: answer phones, open mail, oversee general info email account and maintain a professional office environment
- Other appropriately related projects/duties as assigned

Qualifications:

- Minimum 3 years previous experience working as administrative support to an Executive within the entertainment industry
- Working knowledge of the entertainment industry
- Excellent organizational skills, attention to detail and accuracy
- Ability to use judgment and make independent decisions
- Ability to prioritize and coordinate multiple tasks under daily deadlines
- Ability to problem solve, respond to rapidly changing situations and maintain a level head
- A high level of initiative and enthusiasm, with a propensity for action.
- Excellent written and verbal communication skills, as well as computer literacy to include: Google Suite, Microsoft Office, Project Management software (Monday.com), Slack, MAC proficiency preferred
- Experience working with creatives and underrepresented populations.
- Ability to establish and cultivate respectful relationships with people from a variety of backgrounds and identities
- Available to work occasional nights and weekends
- A commitment to WIF's mission

This is a non-exempt/Full-Time Year-Round position, Monday through Friday, though weeknight and weekend hours may be required. This position reports to the CEO.

WIF is an equal opportunity employer. WIF strongly believes in the strength of diversity and therefore actively encourages applications from women, gender non-conforming people, people of color, LGBTQ+, and any qualified person who supports WIF's mission.

Compensation: Hourly rate \$27-\$31 plus benefits to include medical, dental, 403B (retirement), vacation time, sick time and holidays.

Interested candidates please submit resume and cover letter to jobs@wif.org with subject line "Executive Assistant." No phone calls please.