



## JOB ANNOUNCEMENT **EXECUTIVE ASSISTANT**

LevittQuinn is a nonprofit family law center protecting children and standing with family members in crisis. Each year LevittQuinn's attorneys, staff, and volunteers help thousands of financially vulnerable people throughout Los Angeles County to resolve problems with child and spousal support, custody and visitation, domestic abuse, divorce, parentage, and adoption. Our work changes lives.

LevittQuinn is hiring an Executive Assistant to help support and promote this work.

### **Reporting to and working closely with the Executive Director, the Executive Assistant's responsibilities include:**

- **Meetings and Events:** Help the Executive Director to plan, manage, and execute in-person and virtual meetings and events, including the annual fundraising gala.
- **Liaison:** Communicate directly, and on behalf of the Executive Director, with board members, donors, foundation staff, and others. Support and liaise with LQ's board and Leadership Council.
- **Communications:** Create, design, and manage content for LQ's internal and external communications. Update and maintain our website and social media pages.
- **Documents and Technology:** Maintain various records, mainly in electronic format. Serve as liaison between staff and service providers.

### **Qualifications:**

- College degree preferred. Nonprofit experience is a plus.
- Passion for LQ's mission, with the desire and ability to support our staff and board, and effectively engage with our partners and stakeholders.
- Excellent written and oral communication skills that define LQ's work and communicates our vision and our value to the community.
- Detail-oriented, self-motivated collaborator with a flexible and adaptable work style is essential.
- Demonstrated ability to effectively manage multiple demands and achieve high-quality results.
- High skill in Office365 and Adobe is required. Knowledge of DonorPerfect, WordPress, Constant Contact, and similar programs preferred. Experience using graphic design software like Canva and case management programs like AbacusLaw is a plus.
- Valid California Class C Driver License or the ability to use an alternative method of transportation when needed to carry out job-related essential functions.

**Compensation:** \$64,480 to \$68,000 per year, Generous benefits package. Hybrid work environment.

**Applications:** Send a resume, a cover letter explaining how you are a right fit for the position, and three (3) professional references who have direct knowledge of your qualifications to Ana M. Storey at [astorey@levittquinn.org](mailto:astorey@levittquinn.org). Write "Executive Assistant" in the subject line of your email.

**Deadline:** We will consider applications from qualified individuals until we fill the position.