

**المشتركة لتطوير  
المواطن الأمريكي الجديد**



**Partnership for the  
Advancement of  
New Americans**

## **Executive Assistant**

### **About San Diego**

San Diego, with a population of nearly 1.5 million people, is the second largest city in California, and the eighth largest city in the country. Known for its beautiful year-round climate, miles of gorgeous beaches, and its small city vibe, San Diego is also in the midst of a dramatic political realignment, recently electing a Democratic super majority to its nine-member city council, which includes five women.

San Diego sits on the U.S. - Mexico Border just north of Tijuana, and the two cities comprise the world's largest metropolitan, binational region. San Ysidro, one of three border crossings in the region, is consistently cited as the world's busiest port of entry. San Diego is also the number one refugee resettlement site in California, with more than 86,000 thousand resettled from the Middle East, Southeast Asia, and Africa since 1975.

Refugee resettlement and the cross-border character of the region make San Diego a rich blend of racial/ethnic, linguistic, and country-of-birth diversity. ***The region presents unique opportunities to be on the front lines of the fight for human rights, and to be a part of a public interest community that is incubating cutting edge refugee and racial justice policy and litigation for the entire country.***

### **About PANA**

The Partnership for the Advancement of New Americans - PANA is a non-profit, non-partisan organization fighting to advance the full economic, social, and civic inclusion of refugees in San Diego, throughout California, and across the country. PANA works at the intersection of Black, Arab, Middle Eastern, Muslim, & South Asian (BAMEMSA) refugee communities impacted by racial/ethnic profiling, religious bias, increased government surveillance and harassment, and poverty among the many issues affecting our refugee communities.

PANA advances significant policy reforms at the city, county, and state level to ensure newly resettled refugees have equal access to family sustaining jobs, quality and healthy homes, and meaningful education that translates to upskilling in the workforce. In addition to policy and legal advocacy, PANA uses an integrated voter engagement approach to build and leverage deep community networks, develop community leaders, and establish a civic engagement infrastructure to amplify the voice, visibility and impact of our community.

### **Executive Assistant Position**

This position will provide high level support and assistance to the Executive Director and on confidential organizational matters. The Executive Assistant will also support the day-to-day operations of the organization and must possess strong decision-making ability and experience handling administrative, operational and executive support related tasks. The Executive Assistant will report through the Operations Associate. The ideal candidate will be highly motivated and

tech-savvy.

## **Responsibilities**

### **Job Summary:**

The Executive Assistant will provide high-level administrative support to the Executive Director and other senior staff.

- Provides high-level administrative support and assistance to the Executive Director and/or other assigned leadership staff.
- Assist staff with editing, formatting documents, drafting proposals, generating reports, and developing materials for presentations and press events.
- Be responsible for heavy office and Executive Director calendar management and ensure smooth intra-office communications.
- Maintain office space in good condition and implement office policies to ensure smooth operation.
- Manage and maintain office inventory and supply needs, including technology.
- Maintain the day-to-day operations of the office including arranging logistics for in-house events, catering, bulk order supplies, equipment purchases, and managing vendors including tracking invoices and payments.
- Support with project management and implementation of PANA's public events and actions.
- Coordinate mailings, manage office mail, track deliveries, and manage office activities as necessary, with the guidance and support of the Executive Director and Chief Operations Officer.
- Schedule and attend meetings alongside Executive Director taking notes, recording minutes and providing timely follow up as needed.
- Be capable of maintaining confidentiality due to being privy to sensitive information.
- Arranges travel and accommodations as instructed by Executive Director and senior leadership.
- Receives incoming communication or memos on behalf of senior leadership, reviews contents, determines importance, and summarizes and/or distributes contents to appropriate staff.
- Performs basic fundraising tasks including securely entering gifts, creating gift acknowledgments, and producing reports needed by Executive Director.
- Provides outstanding customer service to internal and external stakeholders while embracing a culture of diversity, fairness and respect for all persons.
- Performs other related duties as assigned.

### ***Education and Experience:***

- Bachelor's degree in Business Administration or related field preferred.
- At least four years of related experience required.
- Demonstrated commitment to social justice
- Ability to juggle multiple priorities and work effectively with a team in a rapidly moving environment.

- Extremely organized with close attention to detail and accuracy.
- Ability to take initiative and maintain confidentiality.
- Ability to speak Arabic, Urdu, Farsi, Kurdish, Vietnamese, Spanish, or Somali strongly preferred.
- Knowledge of Google workspace applications, Microsoft Word, Excel and Outlook, and sophisticated use of technology.

**Compensation**

Salary range: \$60,000- \$70,000

Applicants should email a resume, writing sample, and cover letter to [admin@panasd.org](mailto:admin@panasd.org).