



**Job Posting – Senior Executive Assistant
June, 2026**

JOB TITLE: Senior Executive Assistant

GENERAL SUMMARY OF DUTIES:

The Senior Executive Assistant provides a wide variety of responsible and technical office support to CBHDA; provides support and follow-up to the Executive Board, Governing Board and related committees on a variety of matters; provides Executive Assistant support to the Executive Director; assists in the management of official CBHDA records and minutes; and performs related work as required.

ABOUT THE ASSOCIATION:

The County Behavioral Health Directors Association (CBHDA) of California is a non-profit advocacy association representing the behavioral health directors from each of California's 58 counties, as well as two cities (Berkeley and Tri-City). The mission of CBHDA is to ensure access to high-quality, cost-effective, and culturally competent behavioral health care for the people of California by providing leadership, advocacy, and support to County Behavioral Health Directors and programs. CBHDA is an affiliate of the California State Association of Counties (CSAC).

PAYROLL STATUS: Full-Time, Exempt

SALARY RANGE: \$71,000 - \$95,000 DOE

SUPERVISION RECEIVED: Reports directly to the Director of Operations and Human Resources.

SUPERVISION EXERCISED: General Administrative Team Oversight

ESSENTIAL FUNCTIONS OF THE POSITION:

- Provide administrative support to the Association and the Executive Director including calendar management and scheduling; travel arrangements and coordination; IT and supply needs, and tracking and logistics of ongoing projects, as assigned.
- Prepare Executive Director's expense reports, credit card receipt reconciliations, and meeting preparation materials.
- Manage Governing Board meetings to include scheduling and member communications, meeting minutes, meeting logistics and support, food and beverage ordering, handout management and posting for monthly meetings.
- Oversee and coordinate with Administrative Team members and assign tasks for Governing Board Monthly meetings, Bi-Annual Strategic Planning meetings, Bi-Annual Policy Forums and day-to-day office needs.

- Perform various routine clerical duties, utilizing standard office equipment, to include: word processing, call/email screening, photocopying, scanning, faxing, filing, data entry, communication and calendaring; and process/distribute mail.
- Maintain systems to manage, order and inventory office, printer and xerox supplies.
- Make calls or communicate electronically to gather requested information or to respond to requests from members, legislators or other organizations.
- Post information to assigned areas of the CBHDA websites.
- Update CBHDA contact databases and email distribution lists on an ongoing basis.
- Additional responsibilities regarding meeting and conference planning, member communications, and policy forums to include: hotel RFPs and bookings for all in-person meetings, develop Yearly Association Calendar, develop and track agendas for weekly staff, Executive Board and Governing Board meetings.
- Update and maintain work project 101 documents (GB Meeting 101, All Member Meeting 101, Executive Director Support 101, Executive Board 101, and other ongoing work project instructions).
- Provide webinar coverage/hosting, as needed for All Member meetings, Governing Board meetings, and weekly staff meetings.
- Train and provide back-up coverage for other Admin Team members. (Executive Office Assistant, Administrative Assistant, Legislative Assistant, and Associate Project Coordinator) as needed.
- Onboarding of new CBHDA Team Members – office logistics, office and IT equipment, administrative guidelines, Zoom instructions, website posting and other admin related needs.
- Additional duties as assigned.

QUALIFICATIONS:

- Internal and external customer service principles.
- Excellent time management and prioritization skills with ability to handle multiple projects and deadlines.
- Program management and administration experience including: basic filing and recordkeeping principles; ability to use modern office procedures, methods, equipment and related software applications.
- Proficient in Microsoft Office Suite (Word, Excel, PowerPoint, Outlook Calendar)
- Effective written and verbal communication: refined communication and interpersonal skills; must be able to interact with coworkers, supervisors, general public, and members to sufficiently exchange or convey information and receive work direction.
- Handle highly sensitive and confidential information with maximum discretion, maintaining the strict privacy of executive decisions, personnel data, and proprietary Association information.
- Ability to work in fast-paced environment and take initiative on projects and tasks as needed.

EDUCATION:

High School Diploma or G.E.D., and three years progressively responsible office, customer service or administrative experience; or, an equivalent combination of education and experience sufficient to successfully perform the essential duties of the job such as those listed above.

ENVIRONMENTAL/WORKING CONDITIONS: Normal office environment. This position includes some travel.

- CBHDA is currently observing a hybrid work schedule allowing our team to work remotely, part-time (2 or 3 days/week in-office, in general unless otherwise specified). The CBHDA office is open five days a week, and no employee is required to work from home if they would prefer to work in the office every day. In-person work requirements for the Senior Executive Assistant will be dependent on the needs of the Association and your roles on the team. When you are permitted to work remotely, adequate internet and cell phone reception and a functional, appropriate, workspace is required while working from home. In person requirements may include:
 - Governing Board meetings (monthly)
 - Lobby Day (annually)
 - Policy Forums (bi-annually)
 - Governing Board Strategic Planning meetings (bi-annually)
 - Mental Health Matters Day (yearly)
 - Site Visits for meeting planning (as needed)
 - Other meetings as needed for functions essential to your role on the team.

PHYSICAL/MENTAL DEMANDS: Requires sitting and standing associated with a normal office environment and regular predictable attendance.

Sedentary Work: Exerting up to 10 pounds of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects, including the human body. Sedentary work involves sitting most of the time. Jobs are sedentary if walking and standing are required only occasionally and all other sedentary criteria are met. Employee's job requires them to occasionally lift objects that weigh between 10 and 25 pounds. (Notwithstanding these basic requirements, CBHDA will engage in the interactive process and provide reasonable accommodations as appropriate under the Americans with Disabilities Act and the California Fair Employment and Housing Act.)

GENEROUS BENEFITS PACKAGE (Full-time Employees):

- Insurance
 - Medical – 100% paid for employee and family
 - Dental – 100% paid for employee and family
 - Vision Insurance – 100% paid for employee and family
 - Short- and Long-term Disability (60% coverage)
 - Life and AD&D (\$50,000)
- Time Off
 - 13 Paid Holidays
 - Vacation Time (starting at 2 weeks per year; increases based on time employed)
 - Sick Leave (12 days/year)

- Paid Time Off for Jury Duty, Bereavement Leave, and FMLA
- 401K Plan – 10% Employer Contribution on Gross Salary (no match required)
- Electronics Stipend (\$125/month Pre-Tax)
- Paid Parking at Sacramento Office

HOW TO APPLY:

Candidates are asked to submit a cover letter and resume to Andrea Porter, CBHDA Director of Operations and Human Resources at aporter@cbhda.org by July 31, 2026 . Prospective candidates may be asked to complete a brief analysis of a current issue area as a part of the interview process.