

Center for Child Protection Job Description

Job Title: Executive Assistant

Supervisor: Chief Executive Officer

Job Summary: The Executive Assistant provides high-level administrative support to the Chief Executive Officer (CEO), ensuring efficient office operations, managing the schedule and facilitating communication between the CEO and internal/external stakeholders. This position works closely with members of the Board of Directors and may work on projects as well as company initiatives, attending to the minute details while staying attuned to the bigger picture.

Minimum Qualifications:

- Bachelor's Degree with 3 to 5 years executive administration experience
- Keen attention to detail and a high level of accuracy in work
- Excellent organizational and time management skills with the ability to prioritize tasks in a busy environment
- Exceptional interpersonal skills, able to communicate diplomatically and effectively with individuals at all levels, both verbally and in writing
- Ability to handle sensitive communications and documents with discretion and professionalism
- Problem-solving mindset and the ability to make decisions under pressure
- Ability to interact with a wide range of external contacts
- Flexibility and adaptability in a fast-paced environment

Job Tasks:

Board Relations

1. Serves as contact for prospective Board members, sending documents and conducting background checks
2. Creates and maintains Board documentation including, Board distribution list, roster, matrix, master list, Board terms and demographic information
3. Maintains Digital Cheetah, Board management software
4. Facilitates new Board member orientation, including scheduling, preparing Board packets, arranging room set up and attending the meeting to ensure a smooth presentation
5. Coordinates Executive Committee meetings including scheduling, assisting with the agenda, arranging catering, preparing and distributing documents, and taking minutes
6. Coordinates Board meetings including scheduling, assisting with the agenda, arranging catering, coordinating with presenters, preparing and distributing Board packet documents, organizing room setup and taking minutes
7. Serves as the Board liaison for the Board Development Committee, including scheduling, sending reminders to committee members, preparing and distributing documents, and taking notes during the meeting

8. Builds and maintains strong relationships with Board members

Schedule Management and Communication

9. Manages the CEO's calendar efficiently by scheduling all internal and external meetings ensuring optimal time management and prioritization
10. Coordinates Center Friend Visits, including arranging catering, preparing Center packets, organizing meeting setup, and greeting guests upon arrival
11. Ensures timely reminders for important meetings, deadlines and tasks
12. Acts as a liaison for internal and external communications on behalf of the CEO, ensuring smooth communication flow
13. Drafts and sends emails with high level of professionalism

Administrative Support

14. Manages the filing system, maintaining both digital and physical records
15. Prepares reports, letters and other documents as needed
16. Retrieves and organizes the mail for the CEO daily

Other Areas of Support

17. Attends Center fundraising events (evenings and weekends), assisting CEO and staff
18. Attends monthly Staff Meetings
19. Assists in supervising the staff of the CEO's direct reports as needed
20. Provides program support for forensic, clinical, and medical services, as needed
21. Maintains a comprehensive knowledge of the mission, core values and vision of the Center and the children's advocacy model
22. Performs other duties as assigned

FLSA

Exempt

Physical Requirements:

Reaching	Occasionally
Handling	Occasionally
Talking	Frequently
Near Acuity	Frequently
Vision Accommodation	Occasionally
Color Vision	Occasionally
Field of Vision	Occasionally

Strength:

Light Work-Lift up to 20 pounds occasionally

Environmental Conditions:

Noise: Moderate

Work Situations:

Direct/Control/Plan

Influencing People

Dealing with people

Making Judgments/Decisions

Equal Opportunity Employer

This job specification should not be construed to imply that these requirements are the exclusive standards of the position. Incumbents will follow any other instructions, and perform any other related duties, as required by their supervisor.

CACTX designates Children's Advocacy Centers as an essential employer.

I have read and understand my job description. This job description has been discussed with me.

Employee Signature

Date

Supervisor Signature

Date