



## Executive Assistant

The Alliance for Children's Rights, an established and well-respected nonprofit organization located on Wilshire Boulevard in Koreatown, is accepting applications for an Executive Assistant to serve the organization's CEO. The Executive Assistant will handle a broad range of responsibilities and activities in order to maximize the CEO's time and effectiveness. We are seeking a highly skilled, hard-working, and dedicated individual who will devote her/himself to a long-term commitment to the organization.

### About the Alliance

The Alliance for Children's Rights protects the rights of impoverished, abused and neglected children and youth. Our lawyers, advocates and social workers, together with hundreds of pro bono attorneys and community volunteers, ensure children have safe, permanent homes and can access the healthcare, education and financial resources they need. We also help transition-age youth achieve self-sufficiency, and work statewide to improve child welfare practices and policies in order to remove the many barriers our clients face. Since 1992, we have helped more than 125,000 children. For more information please visit [www.kids-alliance.org](http://www.kids-alliance.org)

### Major responsibilities include the following:

- Assist the CEO by maintaining calendar, screening calls, arranging meetings, and maintaining records and correspondence.
- Anticipate the needs and prep the CEO for appointments and meetings with external community members and staff.
- Conduct timely, professional, and confidential follow-up and liaison with Board of Directors, schedule and track upcoming meetings, and create succinct meeting minutes and a list of action items.
- Draft letters and other correspondence and support CEO with materials for various stakeholder meetings.
- Prepare reports and analyze information.
- Work with Director of Administration and COO to maintain smooth operation of the entire office, becoming familiar with vendors, policies, and procedures.
- Serve as back-up for certain key staff as needed.

### Attributes include:

Professional demeanor, utmost discretion and ability to maintain high level of confidentiality, very well organized, great attention to detail, team player, strong interpersonal skills, and willingness to consistently work above and beyond the usual call of duty.

### Required skills and qualifications include:

- Proficient at all aspects of Microsoft Office including PowerPoint and Excel; superior writing skills; experienced with databases; very comfortable working with, interpreting, and reporting on donor gift/financial information; and excellent verbal communications.
- Education: Bachelor's degree (preferred).

The Alliance offers a competitive salary and good benefits. To apply, please submit your cover letter and resume to JoAnn Parrilla at [j.parrilla@kids-alliance.org](mailto:j.parrilla@kids-alliance.org). We appreciate all interest in this opportunity but we ask that only those who meet the above criteria apply.

*The Alliance for Children's Rights believes that all persons are entitled to equal employment opportunities and does not discriminate against its employees or applicants because of race, color, religion, sex, pregnancy, national origin, ancestry, age, marital status, sexual orientation, disability or medical condition.*