



## Alliance for Children's Rights Executive Assistant

### **POSITION SUMMARY:**

The Executive Assistant will report directly to the CEO and will provide high-level administrative support to the CEO and serve as a liaison to the Alliance's Board of Directors. The Executive Assistant's duties include coordinating and managing the CEO's calendar, drafting letters and correspondence, coordinating agendas for meetings, and preparing Board meeting materials. The ideal candidate will have the ability to exercise good judgment in a variety of situations, with strong communication, administrative, and organizational skills.

### **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 that children who are at-risk or in foster care have safe, stable homes and can access the education, healthcare, and financial supports that they need. We also help transition-age youth overcome barriers to their stability and success, and we work statewide to improve child welfare practices and policies in order to remove the many obstacles that our clients face. Since 1992, we have helped over 150,000 children.

Charity Navigator has awarded the Alliance its highest 4-star rating for the past eight years in a row. This puts the Alliance in the top 2% of charities in the U.S. rated by Charity Navigator. The 4-star rating reflects the Alliance's sound fiscal management and commitment to accountability and transparency.

The Alliance is well known in the child welfare community for its knowledge, expertise, and accomplishments. Alliance staff members and our partnering pro bono attorneys are advocates for our most vulnerable children and their caregivers. Being the voice of young people who often have no voice, and otherwise could be forgotten, is incredibly rewarding.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES:**

- Manage and maintain CEO's schedule, appointments, and meeting calendar
- Respond to, screen, distribute, and monitor incoming telephone calls and correspondence
- Arrange and coordinate meetings and conference calls
- Draft and edit correspondence, memoranda, and other documents
- Coordinate and assist in preparation for meetings, presentations, and events
- Maintain and update Board of Directors files and records
- Prepare and distribute materials for Board meetings, and record and transcribe accurate and succinct Board meeting minutes, including lists of action items
- Conduct timely, professional, and confidential follow-up and liaison with Board members
- Anticipate the needs of and prepare the CEO for appointments with Board members, donors, foundation and agency representatives, community members, staff, and others
- Receive and interact with visitors
- Retrieve and file documents, information, and reference materials
- Conduct research, analyze information, and prepare reports
- Maintain confidential documents and information
- Make and manage travel arrangements, and prepare and manage expense reports
- Review, revise, or update operating practices as needed
- Work with Director of Administration and Administrative Coordinator to maintain smooth operation of the office
- Interface with staff members, and prepare and assist in coordinating agendas for executive team meetings and staff meetings
- Serve as back-up for receptionist, as needed
- Complete additional tasks as needed to provide high-level executive support

## QUALIFICATIONS:

- One to three years' prior experience in providing executive support
- Proficient in Microsoft Office Suite (including Outlook), PowerPoint, Word, Excel, and Adobe Pro
- Knowledge of standard office practices and experience with standard office equipment
- Knowledge of methods of anticipating and resolving executive needs
- Strong written and verbal communication skills
- Strong organizational, planning, time conservation, and problem-solving skills
- Professional demeanor and strong interpersonal skills
- Strong information gathering and analysis skills
- Acute attention to detail and accuracy
- Superior judgement, adaptability, and reliability
- Experience working with donor financial information, or comparable experience
- Bachelor's degree in business or nonprofit administration, or related field, preferred although not required
- Impeccable discretion and ability to maintain high level of confidentiality
- Highly resourceful team-player, with the ability to also be extremely effective independently
- Valid driver's license and safe driving record preferred

*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, gender, national origin, ancestry, age, disability, or marital status.*

*The above statements are of a general nature and are intended to describe level of work being performed. It is not intended to be an exhaustive list of all responsibilities and duties of the position.*

The Alliance for Children's Rights offers a competitive salary and a generous benefits package. For more information about the Alliance visit <http://kids-alliance.org>.

**TO APPLY:** Submit a resume, along with a cover letter to:  
A.Zometa@kids-alliance.org

(E-mail submissions only/no phone inquiries)

Responses will be sent only to individuals meeting the outlined qualifications of the position.