

	<b>Position: Executive Assistant</b>	
	<b>Department: Administration</b>	
	<b>Pay Rate: \$48,000-\$53,000</b>	<b>Status: Exempt</b>
	<b>Last Revised: 09.2023</b>	

**Definition**

The Executive Assistant will be responsible for providing the highest level of administrative support to the CEO, COO, and other upper management staff, as needed. The Executive Assistant must be able to respond quickly and with good judgment in a fast-paced environment and handle highly confidential and sensitive information professionally. The position works with staff at all levels of the organization and with board trustees, donors, political leaders, and others. This position requires multi-tasking and attention to detail and is a full-time position.

**Supervision**

Volunteers for various activities.

**Duties**

1. Complete a wide variety of administrative tasks for the CEO and COO
2. Coordinate and facilitate the active calendars to schedule appointments and engagements; arrange onsite and offsite conferences, meetings, and hearings for commissions, boards, or other bodies; make travel, lodging, and meeting room arrangements, including teleconferencing, refreshments, and other amenities; provide technical/IT support
3. Ensure agendas, background information, minutes, and other pertinent materials are prepared and distributed; maintain official records of such meetings in the form of tapes, minutes, or other media.
4. Plan, coordinate, and support all Board of Trustees meetings, retreats, and summits (at least quarterly).
5. Review, proofread, and edit documents; ensure work product quality and quantity control by reviewing documents, reports, forms, records, or other materials for content, completeness, or accuracy; ensure proper grammar, punctuation, spelling, and usage as appropriate distribution and archiving.
6. Prepare internal and external communications, memos, and meeting minutes.
7. Put together meeting materials, presentations, and reports; analyze data and information and summarize, as requested
8. Expense reporting for CEO, COO, administration and other departments, as directed
9. Oversee administrative duties for the Executive Office, including arranging business meetings, large events, catering, record keeping, managing office supplies
10. Coordinate, as directed, special projects of the Senior Leadership Team and work closely with senior leadership to ensure communication is timely
11. Provide administrative assistance in resolving questions and issues not requiring the personal attention of the executive; act in an administrative liaison capacity in conferring with program directors, Board of Trustees, and representatives of other organizations.
12. Assist the CEO with preparing Board of Trustees materials, including mailing and contacting Members. This includes meeting preparations, correspondence, meeting minutes and creating new Board Of Trustee Binders .
13. Compose correspondence and materials; respond to requests for information regarding programs and activities; provide administrative data, and communicate the activities, views, and commitments of the executive. Keep all communications consistent with the Cabinet’s established style and voice.
14. Respond to inquiries from external entities, exercising discretion in disseminating information; describe programs, functions, and activities.
15. Organize and maintain confidential records and files for the executive; ensure the security of privileged information in accordance with State and federal laws and regulations; authorize access to information as appropriate. This includes maintaining current files for grants and contracts. Plan, organize, coordinate and oversee special projects and assignments relative to the organization as requested by the executive.

16. Assist with fundraising activities/donor contacts, as needed.
17. Maintain current knowledge of issues, problems, situations, and activities of special interest to the executive regarding the organization and its programs.
18. Achieve an understanding of the agency's mission, overall goals and objectives; have a working knowledge of the Cabinet's programs to utilize available technical resources, but effectively communicate the Children's Cabinet mission and objectives to the public.
19. Serve as contact for facilities-related questions for Rock and Sinclair locations, including schedule repairs, maintenance, etc.
20. Other duties as assigned.

### **Job Requirements:**

- Bachelor's degree or equivalent work experience with at least 3 years of relevant work experience within a fast-paced administrative role required.
- Exceptional attention to detail and organizational skills.
- Strong professional ethics and sensitivity in dealing with confidential issues.
- Demonstrated ability to use tact and diplomacy when dealing with sensitive issues at all times.
- Excellent communications abilities, strong writing, analytical and creative skills.
- Excellent customer service skills and the ability to interact with high-level elected officials, executives, volunteers, donors and staff.
- The ability to work well under pressure, to handle multiple projects simultaneously and manage work under tight deadlines.
- A high level of computer competency, including knowledge of Microsoft Office suite and Zoom
- Experience with Donor software systems, Canva, and social media is a plus.
- Knowledge of community-based agencies and resources
- Able to lift and move 50 lbs.
- May require some evening and weekend work.

### **License or Certificate**

- Able to pass complete background check.
- Must have reliable transportation to get to and from work.
- Must possess a valid Nevada Driver's License and proof of insurance if utilizing personal vehicle for company business

### **Benefits**

Eligible to receive Cabinet benefits for full-time staff.

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The Children's Cabinet is an equal opportunity employer and encourages persons to apply regardless of their race, sex, sexual orientation, veteran status, color, religion, national origin, age, handicap, familial status, political affiliation or beliefs.

It is the policy of the Children's Cabinet, Inc. that all employees are employed at will of both the employee and the Children's Cabinet.