



**POSITION:** Executive Administrative Assistant

**REPORTS TO:** Chief Executive Officer (CEO)

**AGENCY SUMMARY:**

Child Care Resources (CCR) has been at the forefront of the early learning landscape for 30 years ensuring that all children have equitable access to safe, engaging, and positive early learning experiences that promote school readiness and lifetime success. With a staff of 110 and a budget of \$13 million, CCR provides a broad array of services for families and child care providers so that they in turn can support the development and well-being of our children.

**OPPORTUNITY:**

The Executive Administrative Assistant provides advanced, diversified and confidential administrative support to two or more CCR Chief Officers and other program leaders. In addition to administrative responsibilities, this position will nimbly move among projects as needed so an excitement for dynamic and changing work desired. This is a critical role supporting and centering a broad array of leadership and all-agency activities.

**RESPONSIBILITIES:**

- Effectively deals with diverse assignments and responsibilities coming from multiple leaders. Responds appropriately to conflicting demands of time and attentions. Negotiates priorities with Executives to reach successful and mutually agreeable timelines. Keeps principals informed of work project updates and status.
- Responsible for Board of Directors coordination: scheduling, communication, documents creation and storage, etc.
- Manages and prioritizes multiple complex calendars and meeting schedules, including an All Agency calendar
- Provides administrative support to the agency Racial Equity Team (RET) and caucus scheduling
- Creates dynamic communication and presentations materials including Power Points and associated collateral.
- Supports both the Evaluation Manager and the Policy/Advocacy Manager with information gathering, data cleaning, and other functions.
- Assists with emergent projects across programs requiring any number of functions including administrative, project management, communication, etc.
- Develops, prepares and/or assembles necessary materials for meetings, including background information, presentations, agendas, invitations, and other material. Arranges for meeting rooms, food service, supplies and other materials needed.

- Initiates and screens phone calls by ascertaining nature of call and priority. Refers calls to other personnel or departments, provides appropriate answers to calls, listens and accurately records messages. Follows up to ensure timely response.
- Opens and reads or transcribes incoming mail, e-mail and voice mail. Redirects mail to other appropriate personnel. Prioritizes remaining mail. Identifies or recommends appropriate action to take. Directly handles, resolves or composes responses for signature.
- Front desk coverage as needed, when we reopen the offices fully.

#### **QUALIFICATIONS:**

- Associate degree or equivalent education/experience
- Five (5) years recent administrative work supporting high-level management
- Nimble in their ability to move between projects, roles and functions
- Must be able to work flexible hours to support the multiple and competing demands of supporting two or more Chief Officers and multiple leaders
- Commitment to anti-racism and racial equity work
- Experience building strong relationships with diverse allies and constituents
- Knowledge in meeting facilitation and event planning
- Effective verbal, listening and written communication skills
- Effective organizational and time management strategies
- Confident working with a variety of software, such as the full MS Office suite, Adobe Acrobat, OneDrive, Sharepoint, MS Teams, and Dropbox. Experience with social media platforms preferred.

#### **COMPETENCIES:**

##### **Mission-Driven**

- Demonstrates compassion for populations served

##### **Anti-racist mindset**

- Takes responsibility for the impact of own words and actions, regardless of intent
- Accepts feedback about personal behavior
- Understands unconscious biases exist in self and others, and that it can influence their work

##### **Communication**

- Prioritizes and respond to messages in a timeframe that aligns with your role and is responsive to the needs of the requestor

##### **Adaptability**

- Demonstrates ability to adapt to changing circumstances
- Demonstrates understanding of ambiguity
- Curious about new ideas and different perspectives
- Awareness that change is a regular part of work life

#### **COMPENSATION:**

This is a full-time salaried position requiring a willingness to work some evenings and weekends. The expected salary range is between \$45,500 - 54,800/yr, depending on qualifications and experience.

#### **BENEFITS:**

CCR's benefit package includes employer-paid top tier medical, dental and vision insurance plans for employees, 21 days of PTO per year, three floating holidays in addition to 10 paid holidays and week-long office closure at year-end, flexible work environment, employer-paid life insurance, short-term disability/illness leave accrual, Employee Assistants Program (EAP), and 401k with 3% employer match.

CCR is an equal opportunity employer and we value diversity among our staff. We strongly encourage people of color, immigrants and refugees, people from the LGBTQ community, people with disabilities, and people from other historically marginalized groups to apply.

#### HOW TO APPLY:

Submit your application materials to [hr@childcare.org](mailto:hr@childcare.org). You will be asked to upload:

1. A resume
2. A cover letter, describing as specifically as you can how your experience, skills, and values are a fit with Child Care Resources' goals and mission as described in this announcement.
3. A brief personal equity statement, describing your skills and experience engaging with issues involving diversity, racial equity and inclusion, and/or in advancing racial equity in organizations. **This statement should not exceed 300 words.**

To learn more about Child Care Resources, please visit [www.childcare.org](http://www.childcare.org)