

## Action for Children



### Executive Assistant

#### Who We Are

Action for Children is the local child care resource and referral agency in Central Ohio. Our mission is to transform the lives of children by supporting, empowering, and advocating for the adults who make the biggest impact on children's lives—their parents, caregivers, and teachers.

#### What You'll Do:

##### Executive Assistance to CEO

- Provide calendar management for the CEO: Prioritizing inquiries and requests, troubleshooting conflicts, making judgments and recommendations
- Act as a liaison and provide support to the Board of Directors: Arrange and handle logistics for Board meetings and events. Schedule meetings, draft agendas; draft, compile and distribute presentation materials, capture and prepare meeting minutes for distribution
- Complete a variety of administrative tasks that facilitate the CEO's ability to effectively lead the organization including assisting with special projects, designing and producing documents, reports, and presentations; collecting and preparing information for meetings with staff and outside parties
- Support Leadership Team with special projects as needed
- Provides "gatekeeper" and "gateway" roles, creating win-win situations for direct access to the CEO's time and office
- Research, prioritize, and follows-up on incoming issues and concerns addressed to the CEO, including those of a sensitive or confidential nature, and determine an appropriate course of action, referral, or response.

##### Operations Management

- Oversee maintenance of physical space, ensuring a safe, clean, and functional environment
- Act as liaison with outside contractors and vendors regarding any building/facilities/operations/safety needs
- Ensure safety standards and procedures are communicated and followed throughout the facility
- Assign access to the building, run regular security reports and handle security and other building systems issues
- Oversee inventory of supplies and ensures the reordering process is communicated and implemented
- Attend to various arrangements for staff meetings or other organizational functions
- Assign and maintain parking arrangements for staff
- Supervise the Receptionist

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### **Additional Duties and Responsibilities**

- Actively contribute to the implementation of organizational strategies and objectives
- Handle work-related travel arrangements, typically 2-3 times per year
- Ensure office equipment is in working order
- Take minutes in various meetings as needed
- Schedule annual clean-up day and on-site shredding
- May be asked to open or close the building
- Additional duties may be assigned as work of organization shifts

### **Successful candidates will have:**

- Executive support experience required nonprofit board experience highly-preferred
- Strong ability to execute work with a diversity, equity, and inclusion lens
- Advanced Customer Service skills; excellent verbal and written skills. Able to communicate effectively in providing information and related details to board members, staff, and others in the community
- Knowledge and experience in use of Microsoft Office Suite: ability to create and modify documents in Word and Excel, ability to use formatted screens for data entry, effective use of Outlook for email and calendar management
- High school diploma or equivalent, Bachelor's degree preferred
- Familiarity with common office equipment: computer, fax machine, copier, printer, multi-line telephone

### **Why You'll Love To Work at Action for Children**

- We offer Medical, Dental, and Vision coverage after 30 days of employment
- We promote a balanced work-life company culture. We offer a generous PTO plan including vacation, sick, and personal time. This includes 9 paid holidays and 4 floating holidays.
- We embrace parenthood with 8 weeks of paid parental leave
- We help you plan for your future by offering a 403(B) with an employer match

### **How To Apply**

Interested individuals should apply online at:

[https://workforcenow.adp.com/mascsr/default/mdf/recruitment/recruitment.html?cid=5357104d-8378-47c4-8fd9-d75e10e312c8&cclid=19000101\\_000001&lang=en\\_US](https://workforcenow.adp.com/mascsr/default/mdf/recruitment/recruitment.html?cid=5357104d-8378-47c4-8fd9-d75e10e312c8&cclid=19000101_000001&lang=en_US)

While we sincerely appreciate all applications, only those candidates selected for an interview will be contacted. Please note, the selected candidate will be required to submit to our background and reference checking process.

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Action for Children is an equal opportunity employer. All applicants will be considered for employment without attention to race, color, religion, sex, sexual orientation, gender identity, national origin, veteran or disability status

\*\*Action for Children has adopted a mandatory COVID-19 vaccination policy for all current and future employees focused on safeguarding the health and safety of our employees and their families; our customers and visitors; and our community. Action for Children is an equal opportunity employer and does allow for accommodations based on medical exemptions and/or sincerely held religious beliefs. \*\*