

## OPEN POSITION: EXECUTIVE ASSISTANT

### WHO WE ARE

The Children's Partnership (TCP) is a California advocacy organization advancing child health equity through policy, research and community engagement.

### POSITION SUMMARY

The Executive Assistant is an important voice for TCP, supporting the organization's President and senior staff and often serving as the first point-of-contact for external parties. The Assistant will serve as a key administrative partner to the President and senior staff, triaging communications with external stakeholders, managing scheduling requests, and anticipating logistical needs to create effective synergy. The role serves to help ensure the organization runs smoothly, with particular emphasis on efficient administrative logistics and relationship management.

This is a great opportunity for a motivated administrative professional who is enthusiastic about TCP's equity-driven mission and interested in working alongside and learning from leaders in California policy/advocacy.

Success in this position requires:

- Excellent communication skills – the ability to engage with others in a positive manner that is efficient yet friendly
- Providing outstanding communication and responsiveness to the President
- Conserving and protecting the President's time
- Making judgments and recommendations to ensure smooth day to-day operations
- Maintaining confidence and protecting operations by keeping information confidential.
- Strong attention to detail and the ability to multi-task

### OUR VALUES

Balance, Equity, Growth, Accountability and Trust

### PRIMARY RESPONSIBILITIES

#### 1. Serve as Executive Assistant to President & Senior Staff

Duties include:

- managing an extremely active calendar of appointments, handling all scheduling for the President;
- keeping the President well-informed of upcoming commitments and responsibilities;
- compiling documents for appointments and meetings;
- preparing memos and presentations;
- drafting and editing correspondence for the President;

- providing a bridge for smooth communication between the President, internal staff, and external partners;
- managing timely and professional email communications to key stakeholders on behalf of the President (providing exemplary customer service with important constituencies including funders, legislators, policymakers, and partners);
- managing all President speaking engagements and media requests including scheduling, preparation, tracking, and coordinating with internal team to secure or relay talking points;
- supporting preparation for important state and federal commission appointments and external board appointments on behalf of the President;
- supporting President in stewarding strong relationships with staff;
- representing President's voice on external communications;
- coordinating expense reimbursement submissions for the President;
- coordinating President and senior staff travel arrangements and conference registrations.

## **2. Support Board of Directors Activities**

Duties include:

- managing all scheduling and meeting logistics for board and committee meetings.
- assisting senior staff in preparing agendas and materials for board and committee meetings by making them aware of deadlines and content requirements.
- drafting minutes to record board and committee meetings in a timely manner and ensuring they get approved and saved properly.
- supporting the cultivation of ongoing relationships with board members.

## **3. Support Administrative and Programmatic Activities**

Duties include:

- managing the scheduling and logistics for meetings and events.
- supporting communications activities, fundraising, and accounting activities as needed.
- assisting program staff with administrative & research support as availability allows.
- preparing correspondence and taking notes.

Other duties may be required within the scope of this position as deemed relevant and necessary.

## **QUALIFICATIONS & EXPERIENCE**

- Bachelor's degree preferred
- A minimum of 2 years of work experience and familiarity with general office operating procedures
- Experience performing data entry activities & reporting in an accurate and timely way
- Ability to communicate in other languages a plus
- Experience in an executive office or the nonprofit sector is a plus

## COMPETENCIES

- High standards of professionalism, customer service, efficiency, operational excellence, and independent judgment and discretion
- Ability to manage multiple tasks of moderate complexity with a high attention to detail, deadlines, and a fast-paced workload.
- Ability to manage a range of important relationships with strong interpersonal skills
- Ability to take initiative and develop solutions quickly and effectively
- Excellent organizational and administrative skills, writing and proofreading skills, oral communication and public speaking skills
- Commitment to racial equity and anti-racism
- Excellent time management skills
- Expectational troubleshooting and problem-solving skills, resolving issues proactively, and creatively
- Ability to work evenings and weekends occasionally
- Working knowledge of video-conferencing tools (specifically Zoom), project management tools (Basecamp, Slack, Asana or similar)
- Proficiency in all Microsoft Office applications
- Demonstrated ability to handle multiple projects at a time, prioritize duties and work independently while functioning as a member of a team
- Ability to work collaboratively with a diversity of individuals at all levels

## APPLICATION PROCESS

Email resume and cover letter summarizing interests and qualifications to [search@childrenspartnership.org](mailto:search@childrenspartnership.org). State "Executive Assistant" in the subject line. No phonecalls, please.

## SALARY & BENEFITS

This is a full-time position with a competitive salary and a comprehensive benefits package, including 100% company paid health care premiums. The salary range for this position is \$55,000 – \$65,000.

*TCP is an Equal Opportunity Employer that will not discriminate against applicants or employees based upon any characteristics that are protected by federal, state or local laws, regulations or ordinances. In addition, the organization will consider qualified applicants with criminal histories in a manner consistent with the Los Angeles Fair Chance Initiative for Hiring.*