



Voices for Children, Inc. Job Description

Job Title: Executive and Administrative Assistant

Classification: Nonexempt, Part Time

Reports To: Director of Operations

Qualifications: HS Diploma or GED and/or coursework in nonprofit management, social work or office administration. At least 2 years of experience as a secretary/receptionist in a service agency or experience in a highly responsible administration or business management role. Detail-oriented with a proactive approach to problem-solving. Excellent organizational and time-management skills, strong written and verbal communication skills. A high degree of responsiveness and independent judgment to plan, prioritize, and organize daily. Proficiency in Google Suite. Reliable transportation and a valid driver's license is required.

Summary of Responsibility:

The Executive and Administrative Assistant is primarily responsible for providing high-level administrative support to the Executive Director, Director of Operations and Bookkeeper. Duties include, but are not limited to: conducting research, accurate data entry and data organization, serving as a backup for running background checks, performing quality assurance tasks, scheduling meetings and preparation of materials for board and staff retreats/meetings, strategic planning session and board orientations, answering phones and running office errands.

Essential Responsibilities and Duties:

- Answer phones in a timely and courteous manner and relay messages within the same business day.
- Organizes meetings, including scheduling and sending reminders
- Conducts research, data entry and data compilation
- Assists with Quality assurance tasks for Texas and National CASA reviews
- Organizes and prepares materials for executive and staff meetings
- Attends meetings as requested, ensuring timely follow-up on action items
- Serves as back up for monthly board meeting set up and packet preparation
- Assists with annual board orientation and board retreat
- Assists with the preparation of materials and set up for the Strategic Planning session
- Quarterly review of retention schedule for financial and organization records
- Types documents and general correspondence as needed
- Email notification of upcoming trainings, time logs and other deadlines to VFC staff
- Tracks RSVP responses for board meetings and coordinates with ED to plan accordingly for refreshments.
- Maintains board files & records board training requirements

Voices for Children, Inc. is an equal opportunity employer and does not discriminate against any individual, employee or application on the basis of race, national origin, religion, sex, sexual orientation, gender identity, gender expression, age or disability.

- Serves as backup for background checks
- Prepares packets for prospective Board members & assist with Board Orientation
- Maintains current listing of staff and board birthdays and coordinates emails or cards

Other:

- Attend CASA volunteer training session (one complete 30-hour training).
- Assists with fundraisers & run office errands as needed
- Other duties as assigned by the Executive Director, Director of Operations and Bookkeeper as requested

Physical Requirements and Work Environment

The Executive & Administrative Assistant will spend time in the office that could involve intermittent physical activities including bending, reaching, sitting and walking during working hours. Additionally, it is anticipated that the person may spend several hours of each day seated at a PC. Reasonable accommodations may be made to enable a person with physical disabilities to perform the job. This is not a remote position.

Employee Signature

Date