



## EXECUTIVE ASSISTANT

### Where Small Voices Can Be Heard

The mission of the Child Advocacy Center is to respond to child abuse through a team approach designed to reduce trauma, seek justice, and provide hope and healing for children and their families.

*“Excellence is achieved by caring more than others think is wise, risking more than others think is safe, dreaming more than others think is practical, and expecting more than others think is possible.”*

### SUMMARY OF THE POSITION

The Executive Assistant is responsible for providing administrative and clerical support to the Leadership Team of the Child Advocacy Center, as well as the Board of Directors.

### ESSENTIAL DUTIES

#### Schedule Management

The Executive Assistant is responsible for scheduling meetings, appointments and training activities which includes setting up travel arrangements.

#### Administrative Support

The Executive Assistant is responsible for providing clerical support to the Leadership Team and Board of Directors which includes preparing and typing correspondence and reports, copying, faxing, proofreading documents, maintaining office files, preparing and formatting information for internal and external distribution, compiling data, writing reports, and other duties as assigned.

Specifically for the Training and Prevention Director, this might include:

- Assembling training materials, including training curricula, PowerPoint presentations, workbooks, handouts, certificates of attendance and evaluation forms.
- Creating and updating e-mail lists and monitor training registrations.
- Maintaining an updated training calendar on the website.
- Coordinating training sites including arranging the room, greeting guests, preparing signage, making sure all technology needs are met and working, providing refreshments and the like.
- Preparing reports of training activities for funders.

The Executive Assistant is also responsible for maintaining documentation needed by the National Children’s Alliance Standards for Accredited Members.

The Executive Assistant supports the Board of Directors and Board Committees by preparing packets for meetings, notifying Board and Committees of upcoming meetings, taking accurate and

well-written minutes, updating the Board roster, Board Policy Manual and annual Conflict of Interest Forms, and other duties as assigned.

The Executive Assistant scheduled and coordinates training and other events at the SIM House and the Gary Lacey Training Center which includes set-up, take-down, clean-up, and assisting with audio/visual needs and refreshments.

### **Office Management**

The Executive Assistant oversees the work of clerical employees, as well as makes sure that everything is in place for the office to function smoothly. Tasks may range from keeping up with office supply inventory to updating contracts and lease agreements, to maintaining the agency's facility and grounds at all locations, overseeing routine maintenance and repairs (including housekeeping and yard and snow services), ensuring annual inspections are conducted as needed and providing for equipment acquisition and service. The Executive Assistant suggests more efficient ways to run the office and troubleshoots issues as they arise.

### **OSHA Coordinator**

The Executive Assistant functions as the safety coordinator for the Child Advocacy Center, adheres to safety, infection control, fire, disaster, weather emergencies and all other relevant OSHA safety standards and provides training to staff annually.

### **IT Support**

The Executive Assistant works directly with our contracted IT support in anticipating and responding in a timely manner to issues related to computers, certificates, e-mail, on-line calendar, printers, recording and security equipment, firewall and cybersecurity issues, and the like.

### **Financial Management**

The Executive Assistant is responsible for maintaining the agency's financial records on Quick Books, processing accounts payable and accounts receivable, posting in-kind donations, making agency bank deposits, updating signature cards, and assisting with preparing monthly financial statements.

The Executive Assistant also arranges and assists with the annual audit and 990 tax return.

The Executive Assistant completes financial reports with supporting documentation for the Nebraska Department of Health and Human Services and the Nebraska Crime Commission (VOCA) which includes updated and accurate statistical information.

### **Human Resources**

The Executive Assistant processes agency payroll and payroll taxes including direct deposit, maintains employee/employer retirement information and all other benefits, updates leave balances and staff roster and routinely conducts criminal history background checks at the time of employment and annually.

The Executive Assistant coordinates all the needs of a new employee including personnel forms, computer access, office supplies and general orientation to equipment and security.

## Leadership and Collaboration

Leadership exists within all levels of our organization. We expect the Executive Assistant to read and comply with the policies and procedures of the Child Advocacy Center as outlined in the Employee Handbook and Setting the Standard: Procedure Guidebook for Best Practices and take a leadership role in making sure other staff do the same. The Executive Assistant has access to confidential information about compensation, internal investigations and other personnel matters. S/he is expected to maintain confidentiality and exercise discretion at all times. The Executive Assistant must promote a positive image of the Child Advocacy Center in the community and participate in special events and fundraising efforts.

## SUPERVISORY RESPONSIBILITIES

The employee customarily and routinely exercises independent discretion and judgment in the performance of his or her duties more than 50% of the time.

## QUALIFICATIONS

**Education:** High school diploma with advanced training in office management and technology; associate degree preferred.

**Experience:** Four years of experience of varied and progressive clerical duties including office management with administrative responsibilities are required. Previous professional experience working in a nonprofit organization and with children and families in crisis preferred. Previous professional experience maintaining financial records using Quick Books, troubleshooting computer issues and in-depth understanding of Microsoft Office suite is preferred.

## OTHER

This is an hourly position. Evening and weekend hours are sometimes required. All employees must have access to a vehicle, possess a valid driver's license and provide proof of insurance. The position does involve travel throughout Lincoln and Southeast Nebraska. All employees must submit to a criminal history background check prior to being hired and annually at the time of their performance evaluation.

## FUNDING FOR THIS POSITION

At least 10% of the Executive Assistant's time is devoted to allowable activities under Victims of Crime Act (VOCA) funding. Specifically, administrative support to complete monthly financial reports with supporting documentation for the Nebraska Crime Commission including updated statistical information as required. Currently, no VOCA funding is received to support this position. This position is funded through state general funds appropriated by the Unicameral, private dollars, grants, and donations.

## REVISED

September 17, 2018

*This job description is meant to describe the general nature and duties that may be required of this position within the Child Advocacy Center. It is not intended to be an exhaustive list of all duties and responsibilities associated with this job. Nothing in this job description restricts your supervisor's right to assign or reassign duties and responsibilities to this job at any time. All employment relationships at the Child Advocacy Center are of an at-will nature and may be terminated at any time, with or without cause, and with or without notice. This job description does not constitute a contract of employment.*



I have received a copy of my job description and understand the expectations of my position at the Child Advocacy Center.

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Signature

Date