

## **Executive Assistant**

Valley Oak Children's Services, Inc. (VOCS) is a private, nonprofit organization that strives to provide services that assist thousands of families in Butte County to achieve self-sufficiency, health and happiness. We are committed to providing services that support the care of our community's children and families. The agency's mission is "Touching the H.E.A.R.T. of children, families, & community through Health, Education, Advocacy, Resources, and Training activities". VOCS invests in tomorrow's leaders today. We are a strength-based organization providing services to Butte County since 1980.

Our programs reflect the commitment to building strong communities and placing families at the center of community support services. Examples of the services that we offer to the community include: Child care referrals, subsidized child care programs, assistance in developing individualized child care plans, a community resource lending library, Child Care Food Program, Parent Café, Behavioral Health program and parent advocacy services. We are looking for a motivated individual to join our dynamic Agency!

We are currently recruiting for an **Executive Assistant** in our Chico office. This is a 30 hours a week position. Valley Oak Children's Services offers an excellent benefit package including: 9 paid holidays, health insurance (medical, dental, and vision), 401(k), and a generous PTO plan.

**Compensation:** \$19.74 per hour

### **Position Summary:**

- Supports the CEO and Fiscal Staff administratively maintains knowledge in overall Agency procedures, programs, and funding contracts.
- Responsible for assisting with the operation of Administrative support functions, including contract proposals, certificates of insurance, etc.
- Assists with developing and implementing policy changes for general Agency administration and basic operations, including facilities.
- Attends Board of Director meetings and Personnel and Finance meetings.
- Responsible for recording meeting minutes, agenda preparation and distribution, and meeting preparation.
- Participates in Management Team meetings, staff meetings, and strategic planning meetings to take notes and record action items.
- Develop and manage creative and effective social media and marketing campaigns
- Schedules meetings and events for the Agency. Provides support coordinating events when needed.
- Assist with annual fundraising plan and implementation.
- Handles administrative phone inquiries related to both internal and external Agency matters.
- Provides administrative support to the CEO and Fiscal Staff.
- Coordinates conference reservations for attendees.
- Demonstrates respect, fairness, and cooperation for fellow employees and clients at all times.
- Maintain a high level of professionalism and confidentiality at all times.
- Engages in open and honest communications.

- Performs other duties as assigned by the Executive Staff.
- Provide appropriate VOCS representation in various workshops and meetings.
- Operate Outlook and Microsoft programs.
- Participate in workshops, meetings, and trainings as assigned.

**Qualifications** To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Ability to remain calm under pressure and to demonstrate a high level of critical thinking skills. Must be extremely flexible and able to work with frequent interruptions and changing conditions.
- Proven leadership skills in dealing with people.
- Good written and oral communication skills and experience dealing with and managing people.
- Ability to maintain confidentiality of information acquired in the performance of duties.
- Very good office skills as well as computer knowledge and input ability.
- Proven leadership and communication skills in dealing with coworkers and community members.
- Knowledge of all departments within the Agency, their function, and how they contribute to the success of the Agency.
- Ability to work as a team member and take direction, as well as the ability to take responsibility and make appropriate decisions.
- Able to read, write and speak English.
- Basic arithmetic and computation skills; ability to analyze and interpret data reports.
- Able to prioritize tasks and demonstrate strong problem-solving skills and the ability to communicate the basis for decisions that are made.

#### **Education and Experience**

- Bachelor's degree in business, public administration, or related field. A minimum of five years experience in a job-related field. Experience in planning, organizing, and directing staff is required.
- **Certificates, Registration, Licenses:** A valid California driver's license is required. Vehicle liability insurance is required per the state of California. This position requires travel and dependable transportation.

**How to Apply:** The closing date for this position is Thursday March 18, 2021. Your application materials must be received by that time to be considered. Please submit a cover letter and resume. Your cover letter must address the following three questions:

- Describe your customer service experience.
- What do you know about Valley Oak Children's Services?
- What makes you a good candidate for this position?