



Non-Profit Executive Assistant

Since 1974, ChildBuilders has provided programs for children and youth that promote personal safety and positive development by teaching them assertiveness, empathy, problem-solving, and managing emotions. These skills build safe communities, help students form and maintain healthy relationships, and prepare them to be successful and independent adults and nurturing parents.

Summary

Currently, we are seeking a dedicated Non-Profit Executive Assistant to provide assistance to the Executive Director and other ChildBuilders team members including programming, board meetings, special event support, preparing and filing correspondence, working with databases such as eTapestry, Quickbooks and supporting ChildBuilders' social media presence. The position requires efficient use of multi-tasking and organizational skills and the ability to function in a team oriented environment, open to new tasks and responsibilities.

Essential Duties and Responsibilities

- Analyze and organize office operations and procedures such as bookkeeping, information management, filing systems, requisition of supplies, and other clerical services
- Maintain contact with vendors to ensure that bills are paid
- Generates internal and external correspondence
- Provide support to the Board of Directors by being responsible for meeting scheduling, preparing meeting packets and other tasks
- Proficient computer skills to include, Word, Excel, PowerPoint and Outlook
- Excellent communication skills
- Ensure that funding proposals processed correctly and documented in electronic and hard copy files
- Prepare various reports via QuickBooks and other systems
- Ensure that accounts are reconciled, bank deposits prepared and general bookkeeping services are completed in concert with out-sourced accounting company
- Track and oversee special event data
- Create and design email invites
- Prepare materials for annual audit and 990
- Other duties to be assigned as needed

Qualifications:

- Bachelor's degree; or 1-2 years related experience and/or training; or equivalent combination of education and experience
- Proficient computer skills to include QuickBooks, E-Tapestry, Word, Excel, PowerPoint and Outlook
- Excellent communication skills
- Strong organizational, written and verbal communication skills with attention to detail; interpersonal skills which facilitate teamwork
- Ability to adapt to an ever-changing environment - must be willing to grow with us!
- Extremely organized and efficient
- Team player who can roll up their sleeves and get involved in everything from big projects to mundane, simple tasks - a true go-getter!
- Not easily frazzled and strong time management skills during busy and slower periods throughout the day

To apply, please send a cover letter and Curriculum Vitae to Amanda Siroosian at asiroosian@childbuilders.org.