



## **Executive Assistant to the Founder and CEO Child First, Inc.**

### **Summary of Position:**

The Executive Assistant reports directly to the Founder and CEO and provides executive support in a one-on-one working relationship. S/he serves as an essential point of contact for internal and external constituencies on all matters pertaining to the CEO. The Executive Assistant also serves as a liaison to the Board of Directors and Senior Leadership Team, organizes and coordinates external relations regarding the CEO or Board, and oversees special projects. The Executive Assistant must be energetic, creative, and enjoy working within an environment that is mission-driven, results-oriented, and highly collaborative. The ideal individual will have strong written and verbal communication, excellent administrative and organizational skills, and the ability to maintain clarity and balance among multiple priorities. The Executive Assistant will have the ability to work independently and must be able to work under pressure at times to handle a wide range of activities and confidential matters with excellent judgement.

### **About Child First**

Child First, Inc. functions as the National Program Office (NPO) for the model's network of 22 affiliate sites in Connecticut, Florida, and North Carolina that are authorized to implement the Child First model, serving almost 1500 children in 2016. Established in 2012, the NPO oversees the replication of the Child First model, including selection of sites, training, data analysis, and monitoring of fidelity to the model. The organization currently has a budget of \$5.6 million and 15 employees.

The Child First model is an evidence-based, two-generation intervention that works with very vulnerable young children (prenatal through age 5) and their families, providing intensive, home-based services to decrease the incidence of serious mental health problems, developmental and learning disabilities, and abuse and neglect. Child First provides (1) a psychotherapeutic, dyadic intervention to strengthen the parent-child relationship, and (2) care coordination to connect the family to needed services and supports. Child First has been recognized as an evidence-based home visiting model by the U.S. Department of Health and Human Services (HHS) under the Maternal, Infant, and Early Childhood Home Visiting (MIECHV) Program and rated "Effective" by the National Registry for Effective Programs and Practice (NREPP) of SAMHSA.

### **Roles and Responsibilities**

#### **Executive Support**

- Tracks and organizes projects, communications, external materials, and written documents for the CEO to increase the efficiency of the organization.
- Follows up on incoming issues and concerns addressed to the CEO, including those of a sensitive or confidential nature. Recommends appropriate course of action, referral, or response.
- Communicates directly and on behalf of the Founder and CEO with Board members, donors, foundation staff, and others, on matters related to CEO's programmatic initiatives.

- Completes a broad array of administrative tasks for the Founder & CEO including:
  - Managing an extremely active calendar of appointments and meetings
  - Arranging complex and detailed travel plans, itineraries, and agendas; compiling documents for travel-related meetings
  - Completing expense reports
  - Composing and preparing correspondence that is sometimes confidential
- Provides web-based research around issues of importance to the CEO and organizational functioning.
- Provides a bridge for smooth and timely communication between the CEO's office and staff, demonstrating leadership to maintain credibility, trust, and support with Senior Leadership.
- Works closely and effectively with the CEO to keep her well informed of upcoming commitments and responsibilities, following up appropriately. Acts as a "barometer," having a sense for the issues taking place in the environment and keeping the CEO updated.
- Manages a variety of special projects for the CEO, some of which may have organizational impact.
- Successfully completes critical aspects of deliverables with a hands-on approach, including drafting correspondence and other tasks that facilitate the CEO's ability to effectively lead the organization.
- Prioritizes conflicting needs; handles matters expeditiously, proactively, and follows-through on projects to successful completion, often with deadline pressures.

#### **Board Support and Liaison**

- Serves as the CEO's administrative liaison to the Board of Directors, providing a bridge for smooth and timely communications with Board members.
- Assists Board members with travel arrangements, lodging, and meals, as needed.
- Maintains discretion and confidentiality in relationships with all Board members.
- Schedules all Board and Committee meetings, sends reminders, tracks RSVPs and attendance.
- For all Board meetings, finalizes agenda, prepares all Board notebooks and other materials, plans refreshments, prepares web-based communication, and follows-up with Board members regarding actual or virtual attendance.
- Adheres to compliance with applicable rules and regulations set in bylaws and Board policies, including advance distribution of materials before meetings in electronic/paper format, and distribution of approved minutes.
- Attends and takes legal minutes of the Board meeting proceedings.
- Revises Board documents, in collaboration with the CEO.

#### **Senior Leadership Liaison**

- Assists CEO in developing the agenda of the Senior Leadership Team meetings.
- Participates as an adjunct member of the Leadership Team including assisting in scheduling meetings, attending all meetings, and taking minutes of all discussion.
- Assists in coordinating the agenda of the weekly National Program Office (NPO) staff meeting.

#### **Communications, Partnerships, and Outreach**

- Ensures that the CEO's resume is kept updated.
- Responds to requests for materials regarding the Child First organization and the CEO.
- Ensures that packets of appropriate materials are ready for distribution.
- Edits and completes first drafts for written communications to external stake holders.
- Sends out communications from the CEO in hard copy, on-line, and through social media.

## **Qualifications**

- Positive, energetic, collaborative, and optimistic, with ability to work well as part of a team.
- Mission-driven with a strong commitment to the Child First model and to social justice and equity.
- Extremely strong organizational skills that reflect the ability to perform and prioritize multiple tasks seamlessly with excellent attention to detail.
- Very strong interpersonal skills and the ability to build relationships with stakeholders, including staff, Board members, external partners and donors.
- Superb written and verbal communication skills.
- Emotional maturity.
- Highly resourceful, with the ability to be extremely effective independently.
- Proven ability to handle confidential information with discretion, be adaptable to various competing demands, and demonstrate the highest level of professionalism, tact, and courtesy.
- Demonstrated ability to achieve high performance goals and meet deadlines in a fast-paced environment.
- Forward looking thinker, who actively seeks opportunities and proposes solutions.

## **Education and Experience Requirements**

- Bachelor's degree required.
- Five or more years of experience supporting C-Level Executives, preferably in a non-profit organization.
- Experience planning and coordinating meetings, preparing agendas and materials, and supporting teams.
- Experience and interest in internal and external communications, partnership development, and fundraising.
- Proficient in Microsoft Office (Outlook, Word, Excel, and Power Point), Adobe Acrobat, and Social Media web platforms.

## **Comments**

Excellent benefit package that includes medical, dental, and retirement benefits.

## **To Apply**

- To submit an application, email a cover letter and curriculum vitae to: [HR@childfirst.org](mailto:HR@childfirst.org)
- Please include "Executive Assistant" in the email's subject heading.