



Executive Assistant

At **Children's Health Council (CHC)**, we believe in the promise and potential of every child and teen. Our mission is to remove barriers to learning, helping children and teens become resilient, happy and successful at home, at school and in life. We strive to remove social emotional and learning barriers for kids and families regardless of language, location or ability to pay.

EXECUTIVE ASSISTANT

Job Summary

An employee in this role will be responsible for helping to translate the Executive Director's vision for CHC into tangible plans and for monitoring the plans systematically and with transparency. The employee will also provide assistance in managing the complex operations of CHC by drawing upon and coordinating the appropriate talent within the agency so that short-term and long-term goals are met.

The role focuses on tactical business operations with an emphasis on:

- Maintaining the structure for various processes in the organization
- Coordinating and tracking internal business operations, including structuring, overseeing, planning and executing various projects touching various departments/divisions across the agency to optimize information exchange
- Facilitating a process to assure measurable goals and objectives for all departments are monitored and reported
- Collaborating with all departments to ensure alignment of goals

Essential Duties and Responsibilities:

The Executive Assistant will be responsible for helping to balance the diverse activities and tactical direction across each of the divisions in concert with the overall mission of the agency. Will ensure that the Executive Director has the support to effectively manage his/her priorities by assisting with administrative responsibilities of the Executive Office.

The Executive Assistant will:

- Maintain all legal records of Board business and be responsible for the scheduling and coordination of Board committee meetings. Serve as recording secretary and be directly responsible for taking and transcribing accurate minutes of the full Board and committee meetings.
- Provide confidential, professional, administrative support and heavy calendaring to the Executive Director.
- Arrange, schedule and confirm appointments, conferences, and meetings.
- Generate large volume of email correspondence.
- Create presentations and ensure all presentations and documents are catalogued and available.
- Maintain Executive Director's contact database.

The Executive Assistant will also assist the Executive Director in support and coordination of the following areas/departments:

- HR
- Finance
- Staff and programs

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Children's Health Council

- Community and professional relationships
- Fund development
- Executive Team – helping to frame out monthly reports, keeping notes at meetings as requested, creating agendas, etc.

Perform other related duties as required and assigned.

Accountability

Performs tasks under minimal supervision, ensures good relationship with variety of people. Demonstrates good judgment, discretion and commitment to accuracy and detail.

Knowledge/Ability/Skills

- Ability to successfully multi-task on complex events, to translate vision into tangible plans and assure that clear goals and objectives are developed for all areas of responsibilities, to ensure that appropriate structure processes and resources are in place to achieve short and long-term goals, to assure that all departments work within a given structure, have goals, and report measures on a regular basis, and to support cross-functional relationships.
- Excellent written and oral communication skills, strong project management skills and planning and organizational skills.
- Team player with a positive attitude. Excellent interpersonal skills, including an extremely positive customer service attitude when interfacing with Board, staff and external entities.
- Excellent analytical skills; ability to act independently and consistently exercise good judgment when dealing with a variety of complex interpersonal, business and external issues.
- Ability to follow through in preparing and disseminating important communication in a timely fashion.
- Ability to handle confidential information and to maintain strict confidentiality.
- Must be proficient/skilled with Windows, Word, Excel and Powerpoint preferred. Must have extensive experience with maintaining calendars and in effectively scheduling events and meetings.

Education/Training: Bachelor level degree required.

Physical Requirements: Significant daily use of computer.

Special Job Requirements: Occasionally asked to work on evenings/weekend days at special events. Must be able to drive for offsite meetings and events.

Contact with Others: Occasionally asked to work on evenings/weekend days at special events. Must be able to drive for offsite meetings and events.

To apply, please forward your cover letter and resume/CV to jobs@chconline.org and reference "Executive Assistant" in the subject line of your email.

Children's Health Council (CHC) supports workforce diversity. We are an Equal Opportunity Employer and believe in treating each employee and applicant for employment fairly and with dignity. We will provide employment opportunities without regard to race, religion, color, creed, national origin, gender, orientation, age, disability, medical condition, marital status, veterans' status or any other classification protected by employment discrimination laws. When necessary, CHC also makes reasonable accommodations for employees with disabilities in accordance with individual needs, business realities and applicable laws.

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