



# Administrative Assistant to the Executive Director

**Responsible To:** Executive Director

**Purpose of Job:** The Administrative Assistant works collaboratively with all staff to support the mission of Child Care Resource Center and represent its values when interacting with members and the community. This position is a key link in supporting the efficient and smooth day-to-day operations of the organization.

**Qualifications:** A minimum of three years of experience working in a corporate or nonprofit work environment in an administrative position combined with complementary education is preferred.

## CORE COMPETENCIES

Following are core competencies necessary for success as the Administrative Assistant to the executive director:

- Passion for the CCRC's mission.
- Strong data entry skills; experience with data entry/Hubspot or other similar database software programs.
- Proficiency with Microsoft Word, Excel, PowerPoint and Outlook; and internet/website use.
- Experience in social media and organizational posting.
- Excellent organizational and planning capabilities.
- Ability to manage multiple projects within designated timelines while delivering high-quality results.
- Experience in publication and material design and layout work utilizing Canva PRO would be of benefit

## Key Areas of Responsibility:

1. Administrative Support
  - Provide support to the team, including scheduling meetings, phone calls, travel arrangements, and event coordination.
  - General administrative duties including drafting communications, managing mailings, customer service, preparing reports, and maintaining appropriate filing systems.
  - Office management duties including ordering supplies, troubleshooting technology problems, and coordinating with outside vendors for services/repairs.
  - Providing support to the board of directors, including meeting scheduling and distribution of board materials.
  - Supporting program evaluation by entering and summarizing workshop feedback.
  - Special projects and other tasks as assigned.
2. Contribute to the visibility of the organization by representing CCRC at events.
  - Bring ideas from events, meetings, etc. back to the organization to contribute to our on-going effort to understand and support clients.
  - Support CCRC's advocacy work. Create promotional materials and informational resources for internal and external purposes, including fliers,

newsletters, website and social media content.

- Develop reports and maintaining records of outreach activities and preparing reports as needed to ensure progress on established goals.
- Assume other responsibilities as assigned by supervisor.
- Identify innovative strategies to make 212 degrees your personal target

### **Benefits:**

- Fulltime position
- Salary: \$38,000 – 45,000
- Benefits: Medical (CCRC pays 70%), Life (paid by employer), 403b Retirement, Sick Leave, Vacation Time

### **Core Values:**

Every Interaction Matters - **RELATIONSHIPS**  
Committed to expanding and sharing **KNOWLEDGE**  
**INNOVATIVE** in serving our community  
**INTEGRITY** in our daily interactions  
**TRUST** earned with every action

*The CCRC is an Equal Opportunity Employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, gender identity, sexual orientation, age, national origin, protected veteran status, disability, or any other basis protected by federal, state, or local law.*