

## **EXECUTIVE ASSISTANT POSITION DESCRIPTION**

Child Advocates of Silicon Valley recruits, trains and supports volunteer Court Appointed Special Advocates (CASAs) to work one-on-one with children in the Santa Clara County Juvenile Dependency System. CASAs become a trusted friend, mentor and consistent adult presence for the child; they ensure that the child's critical emotional and educational needs are met and their voices heard as they navigate the complexities of the foster care system. Our mission is to provide stability and hope to children who have experienced abuse and neglect by being a powerful voice in their lives. Our vision is that every child has a positive view of the future and the opportunity to become a productive, healthy adult.

**Supervisor:** CEO  
**Status:** Regular, full-time non-exempt position  
**Location:** Milpitas, California  
**Compensation:** Salary commensurate with experience  
**Benefits:** Medical, dental, vision and flexible time off

### **POSITION PURPOSE:**

Provide administrative support for the CEO.

### **RESPONSIBILITIES:**

- Manage CEO's calendar; schedule meetings and appointments
- Manage process for meetings hosted by the CEO: Schedule rooms, create agendas, track RSVPs, type and distribute meeting notes, track action items
- Generate correspondence (emails, letters)
- Create presentations
- Support Board of Director activities and Website
- Support Major Donor and Ambassador Council activities
- Assist with grant proposals and reporting, as requested
- Participate in agency events, including training, fundraising events and CASA/child activities, as requested
- Other duties, responsibilities and projects as assigned by the CEO

### **QUALIFICATIONS:**

- Minimum education of high school diploma
- At least 3 years of general/executive administrative experience
- Strong organizational skills. Demonstrated ability to manage multiple tasks and projects of varying complexity, concurrently
- Demonstrated ability to handle sensitive, confidential information
- Demonstrated proficiency in use of MS Office/Office 365
- Demonstrated ability to generate standard reports from databases

- Excellent interpersonal, verbal and written communication skills
- Demonstrated ability to manage details accurately
- Demonstrated ability to work well as part of a team
- Demonstrated ability to establish effective working relationships with individuals at various levels of responsibility (Board of Directors, community partners)

**DESIRED QUALIFICATIONS:**

- Bilingual, bicultural
- Proficiency with Microsoft Office , Quick Books, Live Impact or other related software
- Non-profit experience
- Direct experience in working with the foster care system

**How to Apply:**

Applicants should send a resume, salary requirements and cover letter outlining how they meet the specific requirements of the position to [Kelly@advocates.org](mailto:Kelly@advocates.org).

No Phone Calls please.

Child Advocates of Silicon Valley Child Advocates is an equal opportunity employer and makes employment decisions on the basis of merit and organizational need. Child Advocates does not discriminate on the basis of race, color, religious creed, citizenship, marital status, registered domestic partner status, age, national origin, ancestry, physical or mental disability, medical condition (as defined by applicable law), sexual orientation, veteran status, family care status, sex, gender, gender-identity, gender expression, political belief, genetic characteristics or genetic information, religious dress practices, religious grooming practices, pregnancy, pregnancy-related medical condition, or any other basis protected by law.