



Executive Assistant

Become a Part of the Child Advocates of Silicon Valley Team

Child Advocates works to ensure every foster child in Silicon Valley, who has been abused, neglected and/or abandoned, has the nurturing support and resources needed to thrive. We are looking for people who put children first. People whose compassion leads to hard work and impact. At Child Advocates, it's about each person bringing skills and passion - their best - so that we can be there for every foster child.

About the Role

We're looking for an executive assistant to join our administration team, which is responsible for maintaining our office, all accounting and human resource functions. This role will support the CEO with day-to-day tasks, calendar and scheduling, board of directors management, perform office management duties, carry out administrative duties for the agency and liaison with IT for agency needs. We want someone who is detail oriented, someone with supreme organizational skills who has the ability to multi-task and with proven customer relations experience.

How You'll Have an Impact

The applicant hired as our executive assistant will be responsible for:

- Manage Chief Executive Officer's calendar; schedule meetings and appointments.
- Manage process for meetings hosted by the Chief Executive Officer: Schedule rooms, create agendas, track RSVPs, take and distribute meeting notes, track action items.
- Generate correspondence (emails, letters).
- Manage projects for the Chief Executive Officer.
- Create slide presentations.
- Vet and coordinate communication between off site vendors and suppliers (IT, Janitorial).
- Process and distribute gift cards for the Program Department.
- Support Board of Director activities.
- Assist with Board meetings: Schedule and track RSVP's, prepare agenda templates, store archives, manage the Board drive and distribute meeting materials.
- Provide staff support to the Board of Directors and Board committees.
- Manage hybrid meetings, screens and presentations.
- Assist with grant proposals and reporting, as requested.
- Backup for making deposits and logging incoming funds.
- Orders office supplies and direct contact for facility management.

Agency Support

- Participate in agency events, including training, fundraising events and CASA/child activities.
- Participating in agency projects and initiatives, as requested.
- Other duties as assigned by the Chief Executive Officer.

What We're Looking For

Experience

- Minimum education of high school diploma.
- At least 3-years of general/executive administrative experience.
- Non-profit experience.
- Direct experience in working with the foster care system.

Skills

- 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: GoogleSuite, Zoom, Microsoft Excel
- 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).
- Bilingual, preferred.

Important Details

Supervisor: Chief Executive Officer

Status: Regular, full-time, non-exempt

Location: Milpitas, California

Salary: \$29.00 - \$33.00/hour, based on education, experience and in accordance with local nonprofit wage scales.

Benefits: Full medical, dental, vision coverage for the employee; holidays; and personal time off (PTO).

Applicants must be able to work a variety of hours, including evenings and weekends.

Applicants must have a valid California Driver's License and current automobile insurance.

Applicants must be able to successfully pass a formal background check: FBI, DOJ, CACI, DMV.

How to Apply

Send your resume, salary requirements and cover letter outlining why you're the right person for this role to brenda@childadvocatessv.org. No phone calls, please.

Equal Employment Opportunity Statement

Child Advocates is committed to employing a diverse workforce. Qualified applicants will receive consideration without regard to race, color, religion, sex, national origin, age, sexual orientation, gender identity, gender expression, veteran status or disability.