



## **Position Announcement: Executive Assistant**

Children's Action Alliance (CAA) and its affiliate, the Arizona Center for Economic Progress, are seeking an Executive Assistant to provide support for many aspects of our organization's operations. This is a full-time position (40 hours/week) with full benefits and will primarily provide administrative support to our leadership team and board of directors, and occasionally assist with some of our policy and advocacy projects.

This position will be responsible for a variety of duties within the organization including assisting the CEO and others in our leadership team with scheduling meetings and other appointments; helping with the logistics of coalition meetings; working with the Development staff to plan fundraising events and other outreach; tracking the status of legislation at the State Capitol; event planning; and assisting in the hiring process of new staff.

### **About Children's Action Alliance and the Arizona Center for Economic Progress:**

[Children's Action Alliance](#) (CAA) is an independent voice that identifies and eliminates barriers to the well-being of children and families and creates opportunities through partnerships and policy solutions. CAA works with elected officials, community partners, and coalitions to protect Arizona's ability to meet the education, health care, and human services needs of vulnerable children and families.

[The Arizona Center for Economic Progress](#) (AZCenter) is a leader in advancing policies that create fairer tax codes that raise the revenue needed to invest in education, affordable housing, health care, infrastructure, and other supports needed to build thriving communities and better economic opportunities for all Arizonans. The AZCenter works with advocates, policymakers, and communities to connect the dots between the inequities in the state economy and solutions to create a fair and socially just Arizona.

### **Responsibilities:**

Provide operational support to the leadership team, which includes the President and CEO, the CAA Vice President of Policy, the Vice President of Development and Engagement, the Vice President of Finance and Operations, and the Executive Director of the Arizona Center for Economic Progress, in the following manner:

- Assist the leadership team as requested to schedule appointments and other meetings.
- Support members of the leadership team when needed for meeting and event preparation.
- Executive project management: act on the authority of the leadership team to oversee projects that typically require cross-functional collaboration and resource allocation.

Manage logistics with the Board of Directors including:

- Work with the CEO to set Board meeting dates and determine agendas.
- Compile board meeting materials and other meeting preparations.
- Handle Board meeting logistics and record minutes.
- Maintain communications with Board members at the direction of the leadership team as needed to keep Board members informed of organizational operations.

Support development and communications work by:

- Plan and coordinate events, receptions, and donor briefings.
- Provide backup staffing for development assistant.

Support office operations and organizational culture by:

- Organize staff meetings and provide support when needed for planning outside/public meetings and events, including event logistics, refreshments, searching for suitable event locations and obtaining necessary insurance certificates.
- Serve as a backup administrator for Office 365 and other online accounts and platforms.
- Assist in the hiring process for all new staff, including posting job notices, receiving applications and other hiring documents and assisting hiring manager with scheduling interviews and other communications to applicants.

Support policy and other advocacy work by:

- Maintaining legislative bill tracking for both CAA and the AZCenter.
- Assisting in the release of policy communications to legislators, legislative staff, media and other stakeholders.

**Minimum Qualifications:**

- Bachelor's Degree or five years of relevant experience.
- Ability to analyze and summarize materials in a clear, accurate manner.
- Excellent communication skills (verbal and written) with the ability to communicate with diverse audiences.
- Ability to manage multiple projects, and to produce accurate and timely work products.
- Strong skills in word processing, presentation, spreadsheets. Experience with fundraising and CRM software preferred.
- Experience in event planning, ideally fund raising and donor-oriented events.
- Well-organized, dynamic self-starter who can work independently with great attention to detail.
- Commitment to CAA's and the AZCenter's mission and vision.
- Spanish language proficiency highly desired.

**Compensation:**

Starting salary range \$43,000-\$48,000 depending on experience and qualifications.

Major medical and dental insurance, life insurance, matching retirement contribution.

Competitive leave policies for vacation, sick leave, personal leave, and earned sabbatical.

**Location:**

CAA operates a hybrid (office and home) working system that allows employees to work in the most productive location based on job description, project, or task. We provide employees with the resources to work effectively from either the CAA office or remote locations. When health conditions permit, we will resume occasional in-person meetings at our office located in central Phoenix. For that reason, we are looking for the candidate to reside in the metro Phoenix area.

**To Apply:**

Position will remain open until filled. Send cover letter, and resume to: [hr@azchildren.org](mailto:hr@azchildren.org)

*Children's Action Alliance and is proud to be an equal opportunity employer and does not discriminate against any employee or applicant for employment based on race, color, religion, national origin, age, gender, sex, ancestry, citizenship status, mental or physical disability, genetic information, sexual orientation, veteran status, or military status. CAA strongly encourage members of traditionally underrepresented communities to apply, including people of color, LGBTQ identified people, gender-nonconforming people, individuals with disabilities, veterans, and people who speak a language in addition to English. CAA will always make hiring decisions based on merit and qualifications of the applicants and the needs of the organization.*