

JOB DESCRIPTION

Position: Executive Assistant to the President/CEO & Board Liaison
Supervisor's Title: Chief Executive Officer

Status: Exempt/Full-Time
Department: Administration

Prevent Child Abuse America (PCA America) is a leading champion for all children in the United States. Founded in 1972, we are the nation's oldest and largest organization dedicated to the primary prevention of child abuse and neglect, working to actively prevent all forms of child abuse and neglect *before it happens*. Our success is founded on a nationwide network of state chapters and nearly 600 Healthy Families America (HFA) home visiting sites. We work across the public, private, and philanthropic sectors to assist communities in developing more just and equitable systems that benefit all children and families and break harmful intergenerational cycles of trauma and poverty. We conduct, translate, and disseminate innovative research based on science that our vast network then puts into action. We also raise public awareness and advocate for family friendly policies at the national, state, and local levels to support transformative programs and promote the conditions and contexts that help children, families, and communities across the country thrive.

Primary Objective: The Executive Assistant will be responsible for providing administrative support of a highly responsible, sensitive, and confidential nature to the President/CEO and other members of the senior leadership team, as directed. Support will include but is not limited to assistance with scheduling meetings, maintaining calendars, composing, and preparing correspondence that may be confidential, arranging travel plans, itineraries, and agendas, supporting the governance process as a primary liaison with the Board of Directors, and compiling documents for internal and external meetings for CEO.

Responsibilities:

- Manage all aspects of the CEO's calendar and prioritize appointments to align with strategic objectives
- Provide line of sight to the CEO to ensure she is well-prepared for internal and external meetings and events (virtual or in person)
- Coordinate meetings, including sending calendar invites with Zoom details, drafting agendas, preparing presentation materials with CEO, managing logistics, and communicating meeting follow ups with internal and external stakeholders
- Board of Directors liaison- maintain Board calendar, handle all communication to board, prepare materials and manages distribution of materials in advance of Board meetings, coordinate all logistics including travel arrangements and special ad hoc meetings and events, record attendance and meeting minutes
- Creating, editing, and organizing materials for the Board of Directors meetings, including taking and collating various Board meeting minutes, and posting materials on Board Effect a week before each board meeting and supporting Board members as needed
- Schedule meetings with potential donors and fundraising foundations for the Development team, Chief Strategy Officer, and CEO. Ensure follow up and tracking of gifts as needed
- Arrange complex and detailed travel plans for the CEO and visitors, international & domestic, including preparing itineraries, agendas, venue coordination, travel booking, prepare and submit expense reports
- Serve as point of contact and provide staffing support for all CEO's public and private board commitments.



- Manage CEO's correspondence, including drafting reports, memos, letters, announcements, email blasts to stakeholders, and organize & maintain email and phone contacts
- Track and process CEO's expenses and donation documentation; purchasing, tracking, and management of company credit card
- Coordinate and organize all staff social events (virtual and in person)
- CEO social media account management: LinkedIn
- Coordination with outside vendors for office supplies, gift purchasing, maintenance, etc.
- Confidentially assisting with Human Resources assignments as needed.
- Managing a variety of special projects and tasks for the CEO, CFO, and CSO as needed.
- Interim Maintenance of PCA America headquarters including responsibilities such as:
 - Managing suppliers and vendors such as facilities services
 - Serving as point of contact for office maintenance and building access
 - Keeping office and kitchen organized and stocked with necessary supplies
 - Ordering lunches and greeting visitors
 - Monitoring company general voicemail and responding
 - Opening and dispersing mail and shipping packages
- Assisting staff with meetings as needed
- Performs other duties as assigned

Education and Experience:

- Bachelor's Degree preferred but not required
- Minimum of five years of relevant experience in a non-profit or social service business environment
- Excellent communications skills, including both writing and speaking
- Good listening skills coupled with maintaining confidential matters with discretion

Other Qualifications

- Excellent project management and organizational skills; ability to multi-task in a fast-paced, high-profile, extremely detail-oriented environment
- Must be able to prioritize; work independently; and meet deadlines
- Must be creative and illustrate a high degree of confidence, professionalism, and initiative
- Must be able to practice good judgement in a variety of situations; impeccable work ethic
- Proficient with Microsoft Office 365 products, including Word, Excel, Power Point and Outlook
- All PCAA employees or candidates for employment must be vaccinated for COVID-19

Work Conditions

- This is a full-time office environment position at the Prevent Child Abuse America national headquarters in Chicago, IL
- Sitting or standing for extended periods of time
- Ability to operate a computer keyboard, mouse, and to handle other office equipment
- Ability to lift and move supplies and boxes
- Ability to work occasional evenings and weekends, possible occasional travel, about 5%

Compensation

- Benefits include health, dental, life, vision, and disability insurance, 401(k)



- Each full-time employee receives paid holidays, sick days, vacation days and personal days in accordance with PCA America Employee Handbook
- Salary is commensurate with educational and professional experience

Work Environment

The Prevent Child Abuse America headquarters is located in Chicago, IL and maintains a hybrid remote/in-office work environment. This is a full-time (37.5 hours/week) position. Staff must maintain an office with internet and telephone. A computer and printer are provided.

While performing the duties of this job, the employee is frequently required to sit, stand, talk, and/or hear, and/or use hands to finger, handle, or touch objects, tools, or controls. The employee must occasionally walk, lift and/or move up to 10 pounds while moving files or small packages. This position may occasionally lift and/or move up to 25 pounds while moving items. Capacity to spend significant time each day on a computer. Specific vision abilities required by this job include close vision and the ability to adjust focus. Specific requirements described here are representative of those that must be met by an individual to successfully perform the essential functions of this position.

Persons with mental or physical disabilities as defined by the Americans with Disabilities Act are eligible for this position as long as they can perform the essential functions of the job after reasonable accommodations are made to their known limitations. If the accommodation cannot be made because it would cause the employer undue hardship, such persons may not be eligible for this position.

Travel Required

Occasional travel to support national conference and other strategic meetings required (less than 5%)

Other Duties

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

Prevent Child Abuse America provides equal employment opportunity to all individuals. We do not discriminate on the basis of race, color, religion, sex, gender identity/gender expression, sexual orientation, marital status, pregnancy, age, national origin, veteran status, disability, or any other characteristic protected by state, federal, or local law.