



### Job Description

<b>Job Title:</b> <i>Administrative Assistant</i>	<b>FLSA Status:</b> Non-Exempt
<b>Department:</b> Administration	<b>Reports To:</b> CEO & CFO

#### **Purpose:**

The mission of Prevent Child Abuse America is to prevent the abuse and neglect of our nation's children. The *Administrative Assistant* contributes to the organization's mission by providing executive support to the CEO and CFO, as well as other senior management staff as needed. The *Administrative Assistant* serves as the primary point of contact for the organization and as a liaison to the national board of directors.

#### **Essential duties and responsibilities:**

The Administrative Assistant is responsible for:

- Managing an active calendar of appointments for the CEO and CFO
- Composing and preparing correspondence, which is often confidential
- Arranging travel plans, itineraries, and agendas and compiling documents for travel-related meetings
- Communicating directly, and on behalf of the CEO and CFO, with board of directors, foundation staff, donors, and others
- Creating, editing, and organizing materials for the board of directors meetings
- Working closely and effectively with the CEO and CFO to keep them well-informed of upcoming commitments and responsibilities
- Managing a variety of special projects for the CEO and CFO, including taking and collating various board or director and senior management meeting minutes, responding to telephone voicemails, opening and dispersing postal mail, shipping packages, and assisting with human resource assignments
- Completing critical aspects of tasks that facilitate the CEO and CFO's ability to effectively lead the organization
- Maintaining confidentiality in the work that is performed
- Serving as contact to vendors that provide various services to the organization
- Assisting Healthy Families America as needed

**Please note that these duties and responsibilities are not all-inclusive and may be expanded to include other duties and responsibilities, as management may deem necessary from time to time.**

#### **QUALIFICATIONS:**

##### **Education and/or experience:**

- Bachelor's degree preferred but not required
- Minimum of two years of relevant experience



**Language skills:**

- Excellent communications skills, including both writing and speaking
- Good listening skills coupled with handling confidential matters with discretion

**Other qualifications:**

- Excellent project management and organizational skills; ability to multi-task; must be detailed-oriented and methodical
- Must be able to prioritize multiple work assignments, 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 and possess an impeccable work ethic
- Proficient with Microsoft Office 365 products, including Word, Excel, Power Point, and Outlook

**Physical demands:**

- Minimal—must be able to lift and move supplies and boxes

**Travel required:**

- Minimal

**Work environment:**

- This is a full-time office position at the Prevent Child Abuse America national headquarters, in Chicago, IL.

**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.



**To apply:**

Email your resume, cover letter, and salary history to:

Miguel Tovar  
Chief Financial Officer  
Prevent Child Abuse America  
228 South Wabash Avenue 10<sup>th</sup> Floor  
Chicago, IL 60604  
mtovar@preventchildabuse.org

APPLICATIONS WITHOUT RESUME, COVER LETTER, AND SALARY HISTORY WILL NOT BE REVIEWED. NO PHONE CALLS, PLEASE.

Prevent Child Abuse America is an Equal Opportunity Employer.