



[www.AdoptionNetwork.org](http://www.AdoptionNetwork.org)

### **Executive Assistant -- Full-Time**

**Department: Administration**

**Supervisor: Director of Finance and Operations**

#### **Background of Organization**

Adoption Network Cleveland recognizes adoption as a complex, lifelong and intergenerational journey for all those whose lives are touched by it. Founded in 1988, Adoption Network Cleveland provides programs and services to connect and empower all members of the adoption triad (adoptees, birthparents and adoptive parents), youth in foster care, foster parents, kinship parents, siblings and adoption professionals. Recognizing that a unified voice is a strong voice, Adoption Network Cleveland promotes community awareness and social change by advocating for progressive policies and openness in adoption practice, policy and law.

#### **Job Summary**

The Executive Assistant provides a broad range of administrative support in managing the operations/activities of the Executive Director and Director of Programs as well as the other director level staff. In addition, the Executive Assistant provides high-level administrative support by conducting research, preparing statistical reports, handling information requests, and performing clerical functions such as preparing correspondence, receiving visitors, arranging conference calls, and scheduling meetings. He or she takes a lead role in project and organizational management. The Executive Assistant is integral to the smooth operation of the Adoption Network Cleveland office.

#### **Responsibilities**

- Prepare and edit correspondence, communications, presentations and other documents.
- Design and maintain databases.
- File and retrieve documents and reference materials.
- Conduct research, collect, analyze and verify data for accuracy and completeness to prepare reports and documents.

- Manage and maintain executives' schedules and appointments.
- Arrange and co-ordinate meetings, events, employee team building activities, and special projects.
- Record, transcribe and distribute minutes of meetings.
- Monitor, screen, respond to and distribute incoming communications.
- Answer and manage incoming calls.
- Receive and interact with incoming visitors.
- Enhance interdepartmental communication and cooperation.
- Interact with external clients, the Board of Directors and other constituents.
- Co-ordinate project-based work.
- Serve as backup for tasks associated with hosting Ohio Child Welfare Training Program sessions.
- Act as a resource for and a support to the Administrative Assistant and Receptionist, take active role in coordinating work to facilitate smooth office workflow.
- Review operating practices and implement improvements where necessary.
- Maintain office equipment, assist in office equipment purchasing.
- Oversee and direct volunteers.
- Promote organizational membership.
- Other duties as assigned.

### **Qualifications**

- Bachelor's degree preferred
- At least 3-5 years of relevant experience.
- Excellent oral, written and verbal communication skills.
- Must be able to translate concepts into results.
- Must be able to exercise independent judgment, work with minimal supervision and handle highly confidential and sensitive information.
- Must have strong interpersonal skills and a demonstrated ability to communicate and interact effectively with peers, management, representatives and the public.
- Must be able to schedule multiple meetings, often involving a number of people, on a daily basis.
- Must be able to work as a member of a team and independently, and demonstrate strong time management skills.
- Experience with donor database(s) and/or CRM database(s) preferred – experience with DonorPerfect a plus.
- Proficient computer skills, including Microsoft Office Suite (Word, PowerPoint, and Excel); scheduling appointments/updating calendars a must.
- Culturally competent, sound judgment.
- Ability to develop a passion for the mission of Adoption Network Cleveland.
- Superb organization skills; detail oriented with strong follow-through and the ability to manage several projects simultaneously.
- Creative, results-oriented, self-starting, assertive, outgoing, and willing to learn.

**In addition, the selected candidate:**

- Must have and maintain a clean driving record (driving background check conducted).
- Must have and maintain adequate automobile insurance coverage or waive the classification of a driver for the organization (proof of coverage required).
- Must have reliable transportation.
- Must be able to work a flexible schedule (negotiated), which includes some evening and weekend hours.
- Must have a neat appearance.
- Must have proficiency with computers, including Microsoft Office, Internet and email.
- Must successfully complete fingerprinting and background check.

**Work Hours**

40 hours per week. Able to manage an aggressive schedule, working beyond 8:30-5:00 as needed. Weekend and evening work from time to time.

**Compensation and Benefits**

Competitive hourly wage. Benefits include employer-paid short-term and long-term disability insurance and life insurance; company-provided health insurance partially paid for by ANC with health savings account contributions; a retirement plan with employer contributions; and paid time off. Reimbursement of travel expenses. Employee-optional vision, dental, voluntary accident, cancer, term and universal life insurance, and hospital indemnity

**Equal Employment Opportunity Statement**

To provide equal employment and advancement opportunities to all individuals, employment decisions at the organization are based on merit, qualifications, and abilities. We do not discriminate in employment opportunities, decisions or practices on the basis of race, color, religion, national origin, age, gender, disability, veteran status, sexual orientation, adoption status or any other characteristic protected by law.

**To apply:** Send Resume and Cover Letter with salary requirements to [HR-Dept@adoptionnetwork.org](mailto:HR-Dept@adoptionnetwork.org). First consideration will be given to applications received by March 18, 2018. Open until filled.