



**Prevent Child Abuse
America**

**Job Posting: Part Time Executive Assistant to the CEO
(Two days per week totaling 15 hours)**

Overview

This position reports directly to the CEO and provides executive support to the CEO as well as the Senior Director of Administration and potentially, other senior management staff as needed. The individual serves as the primary point of contact for matters pertaining to the Office of the CEO and serves as a liaison to the national board of directors. The position is located in Chicago and the applicant must be willing to work in the office located in downtown Chicago.

Job Skills

1. The ability to exercise good judgment in a variety of situations
2. Strong written and verbal communication capabilities
3. Ability to prioritize multiple work assignments
4. Ability to work independently on projects and meet deadlines
5. Good listening skills coupled with maintaining confidential matters with discretion
6. Impeccable work ethic
7. Professional in all matters
8. Creative and illustrates a high degree of confidence, professionalism and initiative
9. Knowledge and competency of Office 365 software
10. Ability to create PowerPoint presentations with graphs and charts

Roles and Responsibilities

1. Manages an active calendar of appointments
2. Composes and prepares correspondence that is often confidential
3. Arranges travel plans, itineraries, and agendas; and compiles documents for travel-related meetings
4. Communicates directly, and on behalf of the CEO, with Board Directors, foundation staff, donors and others
5. Researches, prioritizes, and follows up on incoming issues and concerns addressed to the CEO and determines appropriate course of action, referral, or response.
6. Works closely and effectively with the CEO to keep the CEO well informed of upcoming commitments and responsibilities
7. Provides leadership to build relationships crucial to the success of the organization
8. Manages a variety of special projects for the President and the Senior Director of Administration, including taking and collating various board minutes and minutes of senior management meetings, responding to telephone voicemails, assisting with national conference planning and human resource assignments
9. Completes critical aspects of tasks that facilitate the CEO's ability to effectively lead the organization
10. Maintains confidentiality in the work that is performed



Compensation

This is a part time position with a salary of \$14,500 annually at 15 hours per week with the actual work hours to be approved by the CEO. Benefits include pro-rated paid time off: vacation, sick and personal days.

Location

The National Office is located at 228 South Wabash Avenue in Chicago, Illinois in a professional and vibrant area of the city. General office hours are 9:00 a.m. to 5:00 p.m. Central Time.

To Apply:

Please mail, fax or email your resume, salary history, and a cover letter to:

Robert Allen
Senior Director of Administration
Prevent Child Abuse America
228 South Wabash Avenue 10th Floor
Chicago, IL 60604
Fax: 312-939-8962
mail@preventchildabuse.org

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

Deadline to submit application is Monday, February 9th.