



Job Title:	Executive Assistant
CCFH Program:	Administration
Location:	Durham, NC
Position Type:	Full-Time
Application Deadline:	9/16/2022

JOB DESCRIPTION

Reports to: CCFH Executive Director

The Center for Child & Family Health (CCFH) was established in 1996. CCFH is a community-based nonprofit organization involving collaboration with Duke University, the University of North Carolina at Chapel Hill, and North Carolina Central University. CCFH’s mission is to define, practice, and teach the highest standards of care in treating and preventing childhood trauma, serving more than 2,500 children and families each year. CCFH training faculty are committed to developing and sustaining a child trauma mental health workforce across North Carolina and the country, leveraging state and federal programs to support clinical training, consultation, and technical assistance. CCFH staff and faculty include clinicians, researchers, nationally-endorsed trainers in evidenced-based treatments (EBTs), and clinical and implementation experts. CCFH is located in Durham, North Carolina, and is a community treatment and services site in the National Child Traumatic Stress Network.

Occupational Summary:

Perform high-level administrative support by conducting research, preparing reports, handling information requests, preparing center-wide newsletter and drafting related content, perform other administrative functions such as preparing correspondence, receiving visitors, arranging conference calls, and scheduling meetings. Provide operational support including building maintenance issues and Center program management.

Work Performed for Executive Director:

- Conserves executive’s time by reading, researching, and routing correspondence, drafting letters, and documents.
- Maintains Executive’s appointment schedule by planning and scheduling meetings, conference, teleconferences, and travel.
- Screens and routes communication for Executive Director.
- Organizes and maintains divisional or departmental records, reports, and correspondence required for efficient operations; maintains up-to-date management and procedural manuals, directives, and related records; compiles and summarizes data and assists in preparing regular and special reports requiring analysis and evaluation of data; checks and compares with source documents and brings significant items, changes, errors, or omissions to the attention of the supervisor.
- Drafts letters, reports, records, and reviews ensuring grammatical accuracy, conformance with established procedures, and factual correctness.
- Acts as the liaison between the Executive and Board of Directors, comprised of academic and community members. Organizes material for quarterly Board of Directors meetings. Facilitates and attends quarterly BOD meetings to take minutes and disseminate information.
- Assists in preparation, submission, and reporting of grants and proposals to federal and state funders, private foundations, and private and corporate donors. Monitors timelines, assignments, and deliverables for grants programs and special projects.
- Assists program staff in program management support when needed.



Work performed in support Senior Leadership:

- Coordinates Senior Leadership meetings and meeting rooms, maintaining agenda, notes, and action items.
- Assists with implementation of action plans assigned to Senior Leaders.
- Drafts content for and prepares monthly center-wide newsletter.
- Hosts bimonthly center-wide staff meetings.
- Assists with implementation of Strategic Plan elements.

Work performed in support of Human Resources

- Assists employees with the recording and paperwork for Duke ID Badge renewals.
- Assists in posting job openings.
- Managing hospital visitation badging requirements for the Family Connects Durham nurse home visiting program.

Work performed in support of Operations:

- Maintaining proper flow of contracts, MOUs, BAAs, and other documentation through Executive Suite.
- Oversees the maintenance and proper electronic filing of MOUs and BAAs across Center programs.
- Assists with shipping for Executive Suite.
- Assists employees with the gathering and reporting of building maintenance issues.
- Assists employees with IT and maintenance instructions.
- Assists Programs and Clinic with off-site storage of files and invoicing of such service.
- Upkeep of online resources related to staffing and Center functioning, including relevant software.
- Upkeep of website domain names and invoicing.
- Upkeep of staff listservs.

Additional Work Performed:

- Manages the Center-wide Outlook conference calendaring.
- Oversees volunteer program for entire Center.
- Attends and represents the Center at various development functions.
- Performs additional duties as needed and/or assigned.

The above statements describe the general nature and level of work being performed by individuals assigned to this classification. This is not intended to be an exhaustive list of all responsibilities and duties required of personnel so classified.

Required Qualifications at this Level

Training/Education:

- Work requires a broad knowledge of administrative principles and practices, and advanced skills in MS Office programs. (Experience with literature searches and Endnote preferred.)
- Bachelor's degree in relevant field; English, social sciences, or a related business field preferred.

Experience:

- Two years of related executive or administrative assistant skills necessary to administer functions related to office management, communications, and/or project coordination; OR two years of customer service experience; OR AN EQUIVALENT COMBINATION OF RELEVANT EDUCATION AND/OR EXPERIENCE.



Skills:

- Excellent written and oral communication skills.
- Ability to relate to staff at all levels of the Center, including leading and presenting at staff meetings.
- Self-starter with a flexible and adaptable work style. Ability to manage competing demands and work independently; creative and entrepreneurial with a sense of humor.

Physical Requirements:

- Extended sitting (up to 8 hours per day).
- Infrequent lifting of up to 25 pounds.
- Keyboarding.

Salary: \$45,000-50,000

Compensation and benefits package are competitive and negotiable, commensurate with experience.

The Center for Child & Family Health (CCFH) is an Affirmative Action/Equal Opportunity Employer committed to providing employment opportunity without regard to an individual's age, disability, ethnicity, gender identity national origin, race, religion, sex, sexual orientation or preference, or veteran status. CCFH is committed to building a diverse team based on the principles of excellence, fairness, and respect. As part of this commitment, CCFH actively values diversity in the workplace and seeks to take advantage of individuals' rich backgrounds and abilities. We strongly encourage candidates of color to apply.

APPLICATION INFORMATION

Please email resume and letter of interest to Arladean Arnson via email at Arladean.arnson@duke.edu (subject line: Executive Assistant).