



<b>Job Title:</b>	Executive Assistant & Procurement Specialist
<b>CCFH Program:</b>	Finance Department
<b>Location:</b>	Durham, NC {Hybrid; <u>2</u> days in office}
<b>Position Type:</b>	Full-Time
<b>JOB DESCRIPTION</b>	
<b>Position Reports to:</b> Executive Director and Chief Financial Officer	
<p><b>Center Description:</b> The Center for Child and 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.</p> <p><b>Occupational Summary:</b> This position will perform a variety of complex accounting tasks involved in maintaining financial records and processing related data. Responsibilities include reviewing financial reports, assisting with budget preparation and analysis, reconciling accounts, monthly and year-end closings, and assisting with another project assigned. This position requires strong non-profit accounting skills, grants accounting experience, and excellent communication and people skills. The Accounting Procurement Specialist will be responsible for analyzing and reporting the numbers and will also collaborate with people at all levels and in various departments, both internal and external, in the non-profit organization.</p> <p><b>Work performed for Executive Director:</b></p> <ul style="list-style-type: none"> <li>▪ Conserves executive's time by reading, researching, and routing correspondence, drafting letters, and documents.</li> <li>▪ Maintains Executive's appointment schedule by planning and scheduling meetings, conference, teleconferences, and travel.</li> <li>▪ Screens and routes communication for Executive Director.</li> <li>▪ Organizes and maintains divisional or departmental records, reports, and correspondence required for efficient operations, 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.</li> <li>▪ Drafts letters, reports, records, and reviews ensuring grammatical accuracy, conformance with established procedures, and factual correctness.</li> <li>▪ 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.</li> <li>▪ Facilitates and attends quarterly BOD meetings to take minutes and disseminate information.</li> <li>▪ Assists program staff in program management support when needed.</li> </ul> <p><b>Work performed in support Senior Leadership:</b></p> <ul style="list-style-type: none"> <li>▪ Coordinates Senior Leadership meetings and meeting rooms, maintaining agenda, notes, and action items.</li> <li>▪ Drafts content for and prepares monthly center-wide newsletter.</li> <li>▪ Hosts bimonthly center-wide staff meetings.</li> <li>▪ Assists with implementation of Strategic Plan elements.</li> </ul> <p><b>Work Performed for Procurement:</b></p> <ul style="list-style-type: none"> <li>▪ Provide procurement service for whole Center.</li> <li>▪ Assist in the creation of spreadsheets and reports for reconciliation of expenditure of budgeted funds as appropriate.</li> <li>▪ Tracking department expenditures to create and maintain accurate cost center records.</li> </ul>	



- Create process to ensure all department travel and training are appropriately logged and the expenses billed back to the appropriate cost center.
- Manage tracking for out-of-state activity for assigned staff

**Additional Work Performed:**

- Manages the Center-wide Outlook conference calendaring
- Attends and represents the Center at various development functions
- Upkeep of staff listservs; maintain job announcement and personnel management of website and ping board
- **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 position. 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, communication and business acumen 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, business administration; OR three 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.
- Leaderships, decision-making, confidentiality, and problem-solving skills

**Physical Requirements:**

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

**Salary: 50,000-60,000**

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

In addition, CCFH offers very competitive benefits which includes an employer contribution to retirement (5%); a significant coverage of the premium for the employee on health benefit(s) (85%) and a generous vacation/sick/holiday schedule.

**APPLICATION INFORMATION**

Please submit a cover letter, resume, **and** reference document (**3** professional references) in **ONE PDF file** to Ebony Sneed at [ebony.sneed@duke.edu](mailto:ebony.sneed@duke.edu) **Subject Line:** Executive Assistant and Procurement Specialist.

**CCFH is committed to building a culturally diverse team. We strongly encourage minority and bilingual (Spanish) candidates to apply.** *Applications will be reviewed on a rolling basis, and applicants are encouraged to apply as early as possible.*

For additional information on the Center for Child & Family Health, please see the CCFH website at [www.ccfhnc.org](http://www.ccfhnc.org).