



National CASA Association Seeks Executive Assistant to the CEO

Location: Seattle, WA

National Court Appointed Special Advocate (CASA) Association fulfills society's most fundamental obligation by making sure a qualified, compassionate adult will fight for and protect an abused or neglected child's best interests. The mission of National CASA, together with its state and local members, is to support and promote court-appointed volunteer advocacy so that every abused or neglected child can be safe, establish permanence and have the opportunity to thrive. But today, only 35% of the children in the system have access to a CASA volunteer. The National CASA organization is committed to ensuring 100% of the children in the system have access to a CASA volunteer.

Breaking New Ground

In 2011 National CASA launched a multi-year campaign: "I am for the child..." The campaign is the first of its kind for CASA and is an integrated campaign designed to reach out to a wide range of constituent groups, and was deployed across a wide spectrum of media. In addition to the "I am for the Child" campaign, National CASA has developed a new strategic framework that is informing and guiding our efforts through a major re-organization, development of a new business model, and plan for the future direction of our organization, including the launching of a major Capital Campaign in 2016.

Position Summary

The Executive Assistant to the CEO will provide direct administrative support to the CEO by creating and preparing agendas, presentations, documents, spreadsheets, logs/databases, and schedules; tracking action items; managing the CEO's calendar; making travel arrangements; preparing constituent packets; and, identifying issues, conducting research, developing options/solutions and providing advice and recommendations. The Executive Assistant to the CEO will also be responsible for supporting the CEO in her work with the Board and in Resource Development work and providing support to special projects.

Core Duties and Responsibilities

- Enhance the work of the CEO through general assistance and organizational support on a daily basis.
- Has awareness and pays attention to the needs of the CEO by exercising a high level of emotional intelligence, maturity and professionalism.
- Maintains professional boundaries and understands the need for confidentiality and integrity when dealing with sensitive matters.
- Carries out directions and instructions through influence to a successful completion at times when the final product is dependent on others.
- Managing the work flow of the Executive Office to ensure that the CEO is able to focus on strategic and external matters.
- Prepares written correspondence for the CEO and ensures that all materials, reports and information that comes to the CEO's attention is proofed for accuracy and is in final format.

- Conserve the CEO's time by reading, researching, and routing correspondence, drafting letters and documents, collecting and analyzing information, and initiating communications.
- Coordinates workflow between the CEO and members of the Sr Management Team in partnership with the Office Manager/Executive Assistant.
- Maintain the CEO's appointment schedule by planning and scheduling meetings, conferences, teleconferences, and travel.
- Develops agendas, track/capture action items and facilitate meetings.
- Prepare reports by collecting and analyzing information related to the organization and CEO's work.
- Provide historical reference by developing and using filing and retrieval systems; and, creating written notes or taking minutes at meetings.
- Maintain professional and technical knowledge as it related to the CEO's individual and organizational needs.
- Implement ongoing process improvements using technology and best practices to facilitate the efficient execution of the executive leadership operations and enhance the manner in which the executive leadership conducts its business.
- May represent the CEO at events or attend meetings with the CEO, as requested.
- Facilitate planning for and execution of required technology, hospitality and space/logistics for meetings of the Board of Trustees and Board Committees.
- Coordinate communication to the Board of Trustees as directed with a focus on clear, accurate information and customer service.
- Maintain the accuracy of organizational and trustee documents including the Bylaws, Trustee Governance Guidelines, and Trustee Roles and Responsibilities and Board Standard Operating Manual and policies and procedures.
- Implement ongoing process improvements using technology and best practices to facilitate the efficient execution of the Board of Trustees operations.
- Special projects as assigned.

Experience and Professional Qualifications:

- Must have 8-10 years related experience working with a Chief Executive Officer or C-Suite Executives
- Must have experience, professionalism, confidentiality and diplomacy needed to work effectively with a Board of Trustees.
- Must have the ability to see the needs beyond those you are asked to address.
- Must be able to anticipate and fulfill the business needs of executive leadership.
- Must be comfortable operating in a fast-paced environment.
- Must be flexible, adaptable and nimble in the face of changing priorities.
- Must have excellent written communications skills and the ability to interact positively with all levels within the organization including senior executives, trustees, donors, and peers.
- Must project a positive, collaborative, professional image at all times.
- Must have the ability to solve problems and meet deadlines.
- Must have strong experience working effectively with a Board of Trustees, preferably a national board.
- Must have advanced level expertise with the full MS Office Suite.
- All National CASA staff must be committed to the National CASA mission, strategic goals, and workplace values, including a demonstrated commitment to diversity and inclusion.

Salary and Benefits

Salary is commensurate with experience. National CASA offers a competitive base salary plus benefits, generous paid leave, and work/life balance policies. This is a full-time position.

Core Competencies

Customer Focus ◦ Cooperation and Teamwork ◦ Organization/Priority Setting ◦ Respect ◦ Quality
◦ Service ◦ Stewardship

Organizational Values

Adaptability ◦ Collaboration ◦ Integrity ◦ Respect ◦ Quality ◦ Service ◦ Stewardship

National CASA, headquartered in Seattle, WA, with additional offices in Washington D.C, is committed to an inclusive and welcoming workplace environment and is proud to be recognized for Excellence in Workplace Flexibility by the Alfred P. Sloan Foundation, as one of Washington's Best Workplaces by the Puget Sound Business Journal, and as a Best Adoption Friendly Workplace by the Dave Thomas Foundation for Adoption. National CASA has been certified by the Standards for Excellence Institute for ethics and accountability in the nonprofit sector.

To apply: Send resume, cover letter, and salary history to
employment@casaforchildren.org.

Applications without all of the requested materials will not be considered.

NATIONAL COURT APPOINTED SPECIAL ADVOCATE ASSOCIATION
www.CASAforChildren.org
EQUAL OPPORTUNITY EMPLOYER