



# Chelan-Douglas Child Services Association

1305 Kittitas St, Wenatchee, WA 98801

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[WWW.CDCSA.COM](http://WWW.CDCSA.COM)

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## Executive Assistant

### Job Focus:

The Executive Assistant plays an essential part in ensuring the smooth running of the Executive Director's office, providing efficient and accurate administration support to the Executive Director and Human Resources and Program Directors as needed.

### Responsibilities:

- Required to interact with people who are strategically important to CDCSA and is therefore responsible for portraying a favorable and highly professional impression to external contacts.
- Manage the Executive Director's competing demands with a high degree of confidence and professionalism. Works to support the Executive Director ensuring deadlines, meetings and events are appropriately planned for and all expectations are met in a timely manner.
- Working closely with the Director and actively updating work plans, project and meeting notes, while monitoring commitments and deadlines.
- Maintaining strict confidentiality.
- Plan for Policy Council, Board and Board sub-committee meetings, including booking rooms, arranging catering and coalition and circulation of relevant papers and agendas.
- Record minutes for meetings, including but not limited to; Leadership team, Staff meetings, Fiscal Committee, Board and Policy Council.
- Manage filing systems, mailing lists and contact database, taking telephone messages and dealing appropriately with incoming and outgoing post.
- Provide general administrative duties including word processing, collating and preparing documents.
- Manage the Imagination Library enrollment and outreach. Attend Imagination Library sponsor program meetings.
- Submit electronic childcare subsidy billing and allocate the resulting remittance advice.
- Participate in team meetings, retreats and other program events.
- Assists with researching data via internet searches and community outreach/discussion. Ability to present information in appropriate and professional formats.
- Supplying comprehensive information in response to internal and external requests.
- Maintains an orderly work area in meeting, conference and copier rooms.
- Assist Managers and assigned staff with the Self-Assessment, Community Assessment.
- Maintain federally required In-Kind documentation.
- Other appropriate duties, as assigned.

**Qualifications:**

- The ability to be bilingual in English and Spanish is preferred.
- High School graduate or GED and one-year office experience.
- Demonstrated knowledge of business letterforms, grammar, punctuation, and spelling.
- Knowledge of computer software applications.
- Ability to communicate positively with children and families with varying cultural, educational, and socio-economic backgrounds.
- A valid WA. State Driver's License, automobile liability insurance, and reliable transportation.
- Fulfillment of all specified Health and Safety requirements.
- Ability to lift 50 lbs.
- Freedom from conviction of child abuse and neglect.
- Must be able to pass a pre-employment background screen and drug test.
- Willingness to obtain CPR and first-aid certification.
- Preference given to former or current Head Start/Early Head Start/ECEAP parents.

**Benefits:**

- Paid Vacation, Sick, and Personal leave.
- Health/Vision Insurance
- Dental Insurance
- Life Insurance & 401k

**Salary:**

- \$22.91 per hour

**CDCSA Mission Statement:**

To support and reinforce the family as the most important influence in a child's life by fostering independence, raising self-esteem, and building social competence.

**Code of Ethics Statement:**

Chelan Douglas Child Services Association is committed to the highest ethical standards and furthering the values of early childhood education as they are reflected in the ideals and principles of the NAEYC Code of Ethical Conduct.

**CDCSA School Readiness Goals:**

As children leave our program they will have the social competence, skills, knowledge, and attitudes necessary for success in school and for later learning and life; demonstrated through developmentally appropriate progression on meeting goals in social and emotional development, language development, literacy knowledge, and skills, approaches to learning, cognition, and general knowledge, physical well-being and motor development.

As parents leave our program they will have the knowledge and understanding that they are their child's first and most important teacher and advocate, and knowledge and skills to make a difference in the life and learning of their child.

The Chelan Douglas Child Services Association is an equal opportunity employer.