



## JOB POSTING

Date: 2/21/23

Date position will be available: Immediately

Position Title: Executive Assistant and Operations Specialist

Reports to: This position reports to the President & CEO

Salary: This is a part-time position, expected to work between 20-25 hours per week. Salary range between \$18-\$20 per hour based on experience. No other benefits.

Days/Hours: M-F 9:00am-5:00pm. Evenings and weekends may be required based on the needs of the organization.

Workplace Location(s): Hybrid Position with at least 3 days a week at our Administrative Office (The Mimi Center of Hope) in Lauderdale Lakes, and remaining hours from home office. This position may also require some travel throughout the Tri-County, when necessary.

Voices for Children of Broward County (“Voices”) mission is to ensure that every abused, neglected and abandoned child in Broward County has a court-appointed Guardian ad Litem and that financial resources are available for each child’s accompanying health, educational, and social needs. To accomplish this mission, Voices collaborates with the 17th Judicial Circuit Guardian ad Litem Program and the 17th Judicial Circuit Dependency Court Division to serve children who have an open and active dependency court case to meet each of their essential needs during this transitional period and to give them a voice throughout the entire court proceedings by working with the appointed volunteer Guardian ad Litem. Our programs provide these children with someone who makes them feel normal, safe, and cared about and removes barriers so these children can have a happy normal childhood.

### **Position Summary:**

The Executive Assistant and Operations Specialist will assist the President & CEO and the Vice President of Programs in the day-to-day operations of the organization as well as in expanding Voices messaging and goals throughout the community. The assistant will be involved with a wide range of activities.

The Executive Assistant and Operations Specialist is a new role on the Voices team and will be responsible for planning, organizing, and assisting in operations, programs, fundraising, and external communications activities. This role is both strategic and tactical, requiring the ability to think big while minding all the details. The Executive Assistant and Operations Specialist must be a great relationship-builder and a savvy project manager who is comfortable setting up systems and juggling multiple projects, creatively connecting the dots between operations, fundraising, communications, and programming. This position is critical in helping the organization's efficient and smooth day-to-day operations.

At the core, the Executive Assistant and Operations Specialist is a support position, meaning that communications and decision-making are paramount. Additionally, organization and prioritization are fundamental elements of the Executive Assistant and Operations Specialist responsibilities. This person must know how to keep themselves and others organized and determine which tasks are the most important in a given list. This person should be versatile, resourceful, adaptable, proactive, and able to complete given tasks both collaboratively and independently.

The ideal candidate is a self-starter, quick learner, enthusiastic about working with children in the foster care system and an accountable team collaborator. The Executive Assistant and Operations Specialist is a creative professional who is expected to both take direction, and initiate and steward work product.

**Position Responsibilities Include:**

**Operations Specialist (25%):**

- Manage daily activities for The Mimi Center of Hope, including but not limited to, tracking incoming and outgoing donations, ordering supplies, troubleshooting technical problems, coordinating with outside vendors and donors, and housekeeping duties.
- Unload incoming donations and facilitate the logical and attractive display of items.
- Ensure that donations are properly stored and arranged in storage areas for maximum utilization.
- Lead staff and volunteer's efforts in preparing appropriate space for incoming items.
- Supervise and facilitate utilization of volunteers.

**Fundraising, Special Events, In-Kind Donation Drives (25%)**

- Lead social fundraising efforts across existing platforms.
- Provide support for all fundraising events (in-house and 3<sup>rd</sup> party events) including: Soaring for Children and All You Need is Love.
- Lead and manage solicitation and recognition for silent auction procurement.
- Partner with the Vice President of Programs to collaborate for in-kind donation drives.

**General Administrative Support (20%)**

- Support the team, including answering phone calls, returning phone calls, scheduling meetings, accepting packages, event coordination, and assist in any preparations for CEO's meetings.
- Assist in coordination of the President & CEO calendar for scheduling with donors, partners, and community stakeholders.
- Assist the Vice President of Programs with coordination of program days, in-kind donation drives, and perform other programmatic duties.
- Perform other administrative support as needed under the direction of the President & CEO.

**Communications (20%)**

- Contribute content and produce materials for Voices' website, newsletter, brochures, 1-pagers, letters to supporters, annual report, and other materials.
- Solicit, compile, and produce stories for newsletter and post relevant stories on website.
- Generate, edit, publish and share daily social media content.
- Assist with the graphic design of all collateral materials.
- Participate in a range of external facing activities- such as, site visits, connect with other agencies and partners about our work, and represent Voices in some forums.

**Database Management and Gift Processing (5%):**

- Perform all data entry (donor information, donation and prospects).
- Ensure regular communication with all donors; send acknowledgment letters and thank you notes in a timely manner; and track all communications using Bloomerang.
- Log in all gifts in log system.
- Integrate and manage email addresses.
- Develop and maintain policies and procedures for data entry.

**Other (5%)**

- Represent the organization in an enthusiastic and professional manner in the community and with a demonstrated commitment to Voices mission.
- Participate in staff meetings, keeping staff colleagues up to date on efforts.
- Participate in all Program Days, such as Back-to-School, Disney, Holiday Workshop, etc.
- Perform other miscellaneous tasks as needed under the direction of the President & CEO.

### **Education, Experience, and Skills**

The successful candidate will possess the following assets and attributes:

- Minimum of 2 years of college.
- At least two to three years of experience working in a nonprofit organization, preferably in fundraising and/or communications role.
- Experience supporting C-level executives, preferably in a non-profit organization.
- Ability to manage up.
- Strong attention to details.
- Excellent written and verbal communication skills.
- Mission driven attitude supplemented with integrity and passion.
- High levels of discretion, sensitivity, and good judgment.
- Possess strong work ethics.
- Able to attend morning, evening, and weekend events/meetings outside of normal office hours.
- Ability to perform tasks that involve exertion of physical activity which may involve some lifting, carrying, pushing and/or pulling of objects and materials of moderate weight.
- Ability to work a flexible work schedule, that includes long hours, evenings, and weekends.
- Commitment to and understanding of Voices mission, vision and core values.
- Proficiency with Microsoft Word, Excel, PowerPoint, and other organizational software programs.
- Must successfully pass a national, criminal background check.
- Employee must have a reliable vehicle, and maintain a valid Florida State driver's license with a satisfactory driving record and eligibility for coverage under any applicable agency insurance.

The employee holding this position must be able to perform the essential functions of the position with or without reasonable accommodation. This job description is intended to describe the nature and level of work performed in this position. It is not an exhaustive list of all responsibilities and duties required and management may assign or reassign duties and responsibilities at any time.

**To Apply:** Submit a resume and cover letter briefly describing your experience in reference to the qualifications by e-mail to [info@voicesbroward.org](mailto:info@voicesbroward.org). **No phone calls please.**

Voices for Children of Broward County is committed to providing a work environment free of discrimination and harassment. Voices for Children of Broward County does not discriminate against employees, applicants, or volunteers, by reason of gender, race, religion, age, sexual orientation or identify, pregnancy, marital status, disability, veteran or military reserve status, immigration status, or language spoken or on the basis of any other characteristic protected by federal, state or local law. Applicants with disabilities who may need accommodations are encouraged to contact us five days prior to scheduled interview, so that reasonable accommodations may be coordinated.