



Children's Advocacy

ALLIANCE

Position Opening: Administrative Assistant (Part-Time)

The Children's Advocacy Alliance is seeking a part-time Administrative Assistant to provide general administrative office support to the Executive Director in our Las Vegas office.

Open Date: Friday, March 31, 2017

Closing Date: Saturday, April 15, 2017 at 5:00pm

ORGANIZATION BACKGROUND

Children's Advocacy Alliance is an independent voice dedicated to achieving public policy wins in the areas of children's safety, children's health and school readiness. The Alliance creates lasting change by tackling the biggest issues that kids and families face by:

- bringing people together to build consensus around priorities and to leverage our collective strength toward real reform;
- collecting, analyzing and sharing research and information with people who make decisions impacting Nevada's children and families; and
- building public will through education, outreach and advocacy to solve expansive and chronic problems facing kids and families.

POSITION DESCRIPTION

The Administrative Assistant reports directly to the Executive Director and will provide overall administrative office support to the organization.

DUTIES AND RESPONSIBILITIES INCLUDE (but not limited to):

Responsibilities include (but are not limited to):

- Answer and direct phone calls
- Organize and schedule appointments
- Plan meetings and take detailed minutes
- Write and distribute email, letters and notes
- Assist in the preparation of regularly scheduled reports
- Develop and maintain a filing system
- Maintain an inventory of office supplies and equipment
- Maintain and update contact lists
- Book travel arrangements
- Assist with bookkeeping
- Perform other related tasks as assigned

Skills and attributes required:

- Knowledge of office management systems and procedures
- Proficiency in MS Office (MS Excel, MS PowerPoint, and MS Word in particular)
- Excellent time management skills and the ability to prioritize work
- Attention to detail and problem solving skills
- Excellent written and verbal communication skills
- Strong organizational skills with the ability to multi-task
- High School degree; additional qualification as an Administrative assistant or Secretary will be a plus

The Administrative Assistant will work approximately 20 hours per week in the Las Vegas office (5258 S. Eastern Ave) and must have reliable transportation to and from work. This is an hourly position at \$15 per hour. This position is not eligible for benefits.

HOW TO APPLY

To apply please send brief resume and cover letter to denise.tanata@caanv.org, subject line: Administrative Assistant. All applications must be received no later than 5:00pm on Saturday, April 15, 2017 to be considered for this position.

No phone calls please.

Children's Advocacy Alliance values diversity and is an equal opportunity employer: women, minorities, and people with disabilities are encouraged to apply. Please note that only those individuals whose qualifications match the current needs of this position will be considered applicants and will receive responses from Children's Advocacy Alliance.

For more information about Children's Advocacy Alliance, please see our website:
www.caanv.org