



# FIRST THINGS FIRST

## **Executive Staff Assistant Early Learning / Family Support and Literacy**

First Things First (Arizona Early Childhood Development and Health Board) is one of the critical state partners in creating a child and family-centered, comprehensive, collaborative and high-quality early childhood system that supports the development, health and early education of all Arizona's children. Created by voter initiative in 2006, First Things First is governed by a state Board with 28 regional partnership councils. First Things First is a decentralized organization that engages diverse constituencies to accomplish its mission. Organizational values include a focus on accountability, transparency, coordination, collaboration and on the outcomes that will ensure young children start kindergarten healthy and ready to succeed in school and in life.

### **Job Summary:**

The Executive Staff Assistant will support two Units in the Program Division of First Things First: 1) Early Learning, and 2) Family Support and Literacy and will report to the Senior Director of each unit. The Executive Staff Assistant will be responsible for assisting with regular meetings (scheduling, setting up, taking/preparing/disseminating minutes), managing calendars, and complex administrative and secretarial duties.

### **Distinguishing Characteristics:**

The ideal candidate will enthusiastically support the vision and mission of First Things First and possess the personal qualities of integrity and credibility. She/he will have the proven ability to work within teams to accomplish multiple tasks and keep multiple projects organized and progressing. The Executive Staff Assistant must be organized and detail oriented to ensure smooth operations of two teams. The position requires the ability to collaborate within two teams, prioritize tasks, and ensure communication within teams and external to teams. The selected applicant will present themselves in a professional manner at all times and represents FTF internally and externally with partners

### **Typical Duties and Responsibilities:**

Under the guidance of the Senior Director for Early Learning and the Senior Director for Family Support and Literacy, duties include:

- Managing calendars and time for the Senior Directors and program specialists on the Early Learning and Family Support and Literacy Teams
- Performing complex administrative and secretarial duties such as preparing correspondence, arranging meetings, preparing agendas, drafting minutes, and ensuring that follow up actions are documented and tracked in accordance with agency protocols.

- Handling sensitive and confidential information and communication requiring discretion, including, but not limited to staff materials.
- Ability to work independently and in collaboration with team members.
- Performing research and analysis on special topics as assigned
- Assisting with presentations preparations for the team members.
- Ability to prioritize requests, projects and assignments from both teams.
- Processing documents related to in-state and out-of- state travel in compliance with state rules and consideration of staff needs.
- Working hours that mirror those of the executive staff and staff, which may mean longer than 8 hour days and occasional weekend meeting attendance, as required.

**Qualifications:**

- At least 5 years progressive experience in experience as an administrative assistant.
- Broad based knowledge about state government structure, policies and procedures and knowledge of specific agency rules, regulations and procedures.
- General knowledge about programs planning and design, accounting and budget monitoring and appropriate procurement and purchasing practices.
- Extensive computer skills with a proficiency in MS Word, Excel, Visio and Project Management and Adobe as well as proficiency in web-based presentation software.
- Skill and experience in working independently, developing positive relations with other staff, having tact, discretion and skills in promoting mutual respect and effective communication, including a commitment to treating everyone with dignity, respect.
- Excellent oral and written communication skills.
- Ability to gather information and distill it for distribution at meetings.

Review of resumes will begin on August 22, 2016 and will continue until the position is filled. For consideration, please submit your cover letter, comprehensive resume/CV, and names and contact information of three professional references to:

[www.AZSTATEJOBS.gov](http://www.AZSTATEJOBS.gov)

In the AZ State Personnel System, this position is classified as a Grade 20. FTF offers a salary range of \$45,000 to \$50,000. The position is not covered under the State of Arizona Merit system rules. The State of Arizona offers an outstanding comprehensive benefits package.

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