



# FIRST THINGS FIRST

## Executive Staff Assistant

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 the Chief Program Officer and the Senior Director for Family Support and Literacy. The Executive Staff Assistant is responsible for a variety of complex administrative tasks that include customer service, preparing for meetings, coordinating activities of the Program Division, developing effective operating procedures, conducting research, analyzing and synthesizing information, preparing reports and other administrative duties. The position coordinates with the administrative team within the Program Division and the other FTF divisions.

### **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 for the Program Division and the Family Support and Literacy Team. The position requires the ability to collaborate, 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 Chief Program Officer, duties include:

- Managing calendars and time for the Chief Program Officer and Senior Director for Family Support and Literacy;
- Performing complex administrative and secretarial duties;
- Handling sensitive and confidential information and communication requiring discretion, including, but not limited to staff materials and Board Committees and Subcommittees;
- Ability to work independently and in collaboration with team members;
- Conducting research; analyzing data; preparing budgets and tracking expenditures; and preparing report;

- Providing support to Board Committee and Subcommittee members including processing applications and related paperwork as well as responding to information requests;
- Preparing correspondence;
- Assisting with preparation of presentations;
- Prioritizing requests, projects and assignments;
- Processing documents including purchase orders and travel reimbursement in compliance with state rules and consideration of staff needs;
- Arranging meetings, preparing agendas, drafting minutes and assuring that follow up actions are documented and tracked in accordance with agency protocols; and
- Leading and coordinating tasks and operating procedures with the Program Administrative Assistant team.

**Qualifications:**

- At least 5 years progressive experience in experience as an administrative assistant.
- Knowledge and skills in the following areas:
  - Broad based knowledge about state government structure, policies and procedures and knowledge of specific agency rules, regulations and procedures;
  - Organized, detail-oriented, and ability to handle multiple projects under deadline;
  - Ability to problem solve and exercise appropriate judgment;
  - Knowledge of Arizona Open Meeting Law and Robert’s Rules of Order;
  - General knowledge about program 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;
  - Excellent oral and written communication skills;
  - Commitment to treating everyone with dignity, respect; and
  - Ability to gather information and synthesize it for distribution at meetings.

Review of resumes will begin on June 13, 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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