



# FIRST THINGS FIRST

## **Executive Staff Assistant Research & Evaluation**

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:**

Reporting to the Senior Director of Research & Evaluation, the Executive Staff Assistant provides administrative support to all of the members of the Research & Evaluation Unit. The Executive Staff Assistant will be responsible for a variety of complex administrative tasks including, customer service, coordinating projects and activities, developing effective operating procedures, conducting research and analysis of information, preparing reports, assisting with the editing of various documents, assisting with the planning and execution of regular meetings (e.g., scheduling, set up, taking/preparing/disseminating minutes), managing calendars, making travel arrangements, and other office duties. This position requires substantial effort to coordinate and work within the Research & Evaluation Unit and across other FTF divisions. This is a full-time position (8am-5pm; 40 hours per week).

### **Distinguishing Characteristics:**

The ideal candidate will enthusiastically support the vision and mission of First Things First and possess the personal qualities of integrity, credibility, and professionalism. She/he must have the proven ability to work and collaborate with various teams to accomplish multiple tasks and keep multiple projects organized and progressing. This person will be an independent thinker who is self-motivated and comfortable in taking the initiative to accomplish a task. The Executive Staff Assistant must be detail oriented to ensure the smooth operation of the Research & Evaluation Unit. The selected applicant will present themselves in a professional manner at all times and represents FTF internally and externally to partners.

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

Under the guidance of the Research & Evaluation Unit, duties include:

- Managing calendars and time for all of the members of the Research & Evaluation Unit.

- Handling sensitive and confidential information and communications requiring discretion according to agency policies.
- Preparing correspondence.
- Assisting with presentation preparations for the team members of the Research & Evaluation Unit.
- Conducting research, preparing reports; tracking expenditures, as needed.
- Developing operating procedures for recurring tasks.
- Scheduling and coordinating meetings/events (onsite and offsite), preparing agendas and supplementary materials, attending meetings, drafting minutes, and ensuring that follow up activities are documented and tracked in accordance with agency protocols.
- Reviewing and editing documents for grammar, spelling, organization, and formatting.
- Addressing questions from internal and external stakeholders.
- Tracking and managing project deliverables, timelines, and budgets.
- Purchasing supplies and equipment in compliance with procurement rules.
- Preparing travel arrangements and processing documents related to in-state and out-of-state travel in compliance with state rules and consideration of staff needs.
- Other duties/projects as assigned by the Research & Evaluation Unit.

**Qualifications:**

At least 5 years of progressive experience as an executive staff assistant (preferred) or administrative assistant; or Bachelor's degree in a field appropriate to the assignment and two years of administrative experience.

- Excellent oral and written communication skills.
- Proficiency in MS Office Suite (Word, Excel, PowerPoint, Outlook), as well as knowledge of web-based presentation software (e.g., WebEx, Live Meeting), Adobe, Visio, and Share Point.
- Experience in project planning, accounting and budget monitoring, and appropriate procurement and purchasing practices.
- Demonstrated ability to operate general office equipment such as LCD projector, digital recorder, camera, etc.
- Reliable, regular and punctual attendance at work during core business hours.
- Ability to participate in a team, manage multiple and often simultaneous tasks, and create a work environment that is recognized for a high level of ethical integrity, organization, timeliness, cost-effectiveness, accuracy, and results.
- Demonstrated ability to work independently, problem-solve and exercise appropriate judgment.
- Impeccable integrity, positive attitude, mission-driven and self-directed with a demonstrated passion for FTF's mission and commitment to working collaboratively with FTF management team and colleagues.
- Adaptable and reliable in the face of conflict, crisis, or changing priorities.
- Organized, detail-oriented, with the ability to multi-task, handle competing projects and deadlines, and adapt to the rapidly changing requirements in a complex working environment.
- Proactive in identifying and completing tasks applicable to job, and ability to prioritize requests, projects, and assignments from various team members.
- Excellent interpersonal skills, especially the ability to interact successfully with staff members from various levels of the organization, discretion and skills in promoting mutual respect and effective communication.

Review of resumes will begin on August 25, 2016 and will continue until the position is filled. For consideration, please submit your cover letter, comprehensive resume/CV, 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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