

## **EXECUTIVE STAFF ASSISTANT**

### **Communications & Public Affairs**

First Things First (Arizona Early Childhood Development and Health Board) is a public agency and 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. Passed by voter initiative in 2006, First Things First operates through a tax on tobacco products. Governed by a state board and 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 ready for school and life.

#### **Job Summary:**

Position serves as the Executive Staff Assistant to the Communications and Public Affairs Division staff and provides administrative support in the First Things First Phoenix Office. The position is responsible for a variety of complex administrative tasks that include customer service, coordinating projects and activities, establishing priorities, developing effective operating procedures, conducting research, analysis of information, preparing reports, planning meetings, facilitation of meetings, and other duties. The position coordinates with and supports several senior directors and department personnel. The position requires substantial effort to coordinate and work within the Communications and Public Affairs Division and across all other FTF divisions.

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

- Provide executive-level technical, advisory and administrative support to division staff and key functions of the Communications and Public Affairs Division - including government and tribal affairs, communications and marketing, and community outreach.
- Develop and manage systems flows for the division's key support functions, including communications tickets, vendor negotiations/management, web updates, and e-newsletter distribution.
- Manage contacts database, prepare mailings lists and other reports.
- Conduct research; analyze data; prepare budgets and track expenditures; and prepare reports as needed.
- Develop management information systems to evaluate program performance, resource management and budget control.
- Schedule and arrange meetings/events including determining location, posting notices to agency calendars, attending meetings, preparing documents, preparing meeting minutes, and providing any follow-up activities.
- Purchase supplies and equipment in compliance with procurement rules.
- Prepare travel arrangements and reimbursements and other agency record keeping.
- Other duties/projects assigned by the Communications and Public Affairs team.

**Qualifications:**

- Five years responsible administrative experience; or Bachelor's degree in a field appropriate to the assignment and two years responsible administrative experience; or a Master's degree in a field appropriate to the assignment and one year responsible administrative experience
- Organized, detail-oriented, and ability to handle multiple projects under deadline
- Proactive in identifying and completing tasks applicable to the job
- Ability to problem solve and exercise appropriate judgment
- Knowledge of the principles and practices of administration and management, regulations and operating procedures, accounting and budgeting procedures
- Knowledge of Arizona Open Meeting Law and Robert's Rules of Order
- Skills in verbal and written communication
- Strong computer skills in Microsoft Outlook, Word, Excel, PowerPoint and Publisher at a minimum
- Ability to operate general office equipment such as LCD projector, digital recorder, digital camera, etc.
- Self-motivated, able to work with a minimum of supervision and as a team player
- Develops positive relations with others

Review of resumes will begin on November 3, 2015 and continue until the position is filled. For Consideration, please submit your cover letter, comprehensive resume and three professional References to:

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

In the AZ State Personnel System, the position is classified as a Grade 20 with a hiring salary range of \$39,000 to \$49,000. 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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