

# Executive Administrative Assistant

Child Care Resource Network

Buffalo, NY

Other

Full-time

Onsite

\$36,774 - \$38,245 a year

Posted on July 31, 2024

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## Organization Statement

### Who We Are:

If you have experience with **Child Care and Training**, come work at one of **Buffalo's Best Places to Work 2024!**

<https://www.bizjournals.com/buffalo/c/best-places-to-work-2024/22892/child-care-resource-network.html>

Child Care Resource Network's mission is to promote quality, affordable, accessible care and learning for all children by supporting and empowering families, caregivers, education professionals, and employers. We are a family-friendly agency, supporting our employees and their families with excellent benefits and a commitment to making CCRN a great place to work for everyone.

### How CCRN Supports Our Employees:

- Babies at Work program to support new parents and their babies
- Access to Shared Company vehicles, to minimize wear and tear or mileage on your personal vehicle
- Generous PTO that begins accruing immediately upon employment
- 16 days of paid holiday pay, including a floating holiday
- Competitive Health insurance
- Discounted Dental and Eyeglass coverage
- Trainings, Professional Memberships, and Professional Development Classes paid for by CCRN to help your professional growth!

## **Job Description**

### **Essential Duties and Responsibilities:**

Responsibilities are listed in descending order, starting with those anticipated to require the greatest percentage of your time.

1. Act in accordance with the agency's mission, vision and values
2. Assist CEO with daily needs such as upcoming appointments, correspondence (in and out), filing, general organization and travel arrangements.
  - Support the Board of Directors with Chief Executive Officer guidance
  - Prepare and distribute Board materials
  - Provide support for major gifts, grants, and advocacy activities of the CEO
  - Prepare correspondence, memos, letters, faxes, packets, materials, and forms
  - Maintain confidentiality involving sensitive or confidential matters, records, files and materials
  - Assist with order and pick up of materials/food for Board Meetings, Staff events and other meetings and events as requested
3. Oversee incoming and outgoing mail, packages, including bulk mailings.
4. Set up Staff and Leadership meetings, including recording and distributing meeting minutes
5. Place orders for departmental supplies as needed
6. Accurately maintain paper and electronic files
7. Provide daily lunch coverage for Front Desk Admin
8. Provide general support to clients as needed
9. Serve as member of the staff team and attend meetings and trainings as required
10. Carry out or assist with other tasks in addition to the duties listed on this job description, in accordance with the agency's team philosophy.
11. Evening and Weekends as needed

### **Qualifications**

#### **What you will bring to this role:**

1. Associate's Degree in Business, Human Services, or related field and a minimum of two years of experience working in an office setting including executive support, OR High School graduate plus five years of relevant experience.

2. High quality customer service orientation
3. Ability to prioritize, pay attention to detail and effectively handle multiple tasks and projects
4. Maintains support involving sensitive or confidential material, records, files and matters.
5. Working knowledge of computers and computer software including MicroSoft® Office.
6. Excellent keyboarding, filing and organizational skills
7. Excellent human relation skills as well as the ability to work effectively with a wide range of people including the current predominant linguistic, racial and ethnic populations of Erie County
8. Knowledge in early care and education a plus
9. Multilingual in English and Spanish or other languages that would support servicing our customers a plus

**Certificates, Licenses, Registrations:**

Valid NYS driver's license required.

- **Minimum Education Level:** Highschool Graduate or GED
- **Preferred Education Level:** Associate's Degree

**Application Instructions**

Apply on Indeed at [Child Care Resource Network Jobs in Tonawanda, NY | Indeed.com](#)