

## **Administrative Associate – Part Time CHILDREN AT RISK– Dallas**

---

CHILDREN AT RISK is seeking an enthusiastic and self-motivated part time administrative associate. The selected candidate will be a key member of the administration team will work closely with the Managing Director in the areas of organization planning, communications, and office management.

### **Key responsibilities include:**

- Coordinate the planning, scheduling, and implementation of policy, program, and fundraising events
- Contact and schedule meetings with public officials and other state leaders
- Assist with the preparation for Board and committee meetings
- Provide general administrative support across all organizational departments
- Assist with office management which includes tracking office equipment, serving as liaison for IT support, and replenishing supplies as needed
- Coordinate and book all office travel
- Serve as receptionist for the office

### **About CHILDREN AT RISK**

CHILDREN AT RISK is an active research and advocacy group dedicated to improving the quality of life of Texas' children through research, public policy analysis and practice, community education, and collaboration. Our primary areas of focus are on strengthening public education, ending child trafficking, increasing access to and use of federally funded meal programs, evidence based parenting, and encouraging the use of programs to provide better treatment for mentally ill youth, especially in the juvenile justice system. We are the leading source of accurate information on children's issues and an advocate and catalyst for change concerning the needs of all children in Texas.

### **Preferred Qualifications**

- BA/BS required
- Organized and detail-oriented
- Strong written and verbal communication skills
- Effective problem solving skills and ability to multi-task
- Microsoft Office experience: Word, Outlook, Excel and PowerPoint required, Publisher preferred
- A strong work ethic, an outgoing, positive personality, a sense of humor, and a zeal for relationship building are all considered a real plus for this position

This is an excellent part time position for someone wishing to gain experience in the policy/non-profit sector.

CHILDREN AT RISK is an equal opportunity employer and does not discriminate against individuals on the basis of sex, gender identity, sexual orientation, age, disability, veteran status, religion, ancestry, color, race, ethnicity or creed.

Interested candidates should submit a letter of application, resume, and a list of three references **via e-mail** to [adminjobs@childrenatrisk.org](mailto:adminjobs@childrenatrisk.org) with "Administrative Associate" in the subject line. The application deadline is rolling.

Letters should be addressed to:

Dr. Charlotte Carlisle  
Managing Director  
CHILDREN AT RISK  
2900 Wesleyan, Suite 400  
Houston, Texas 77027