

## **CEO Assistant and Administrative Coordinator CHILDREN AT RISK– Houston**

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CHILDREN AT RISK is seeking an enthusiastic and self-motivated individual to serve in a full-time position as the Assistant to the CEO and Administrative Coordinator. The selected candidate will work closely with the CEO and other senior leadership in a fast paced environment to ensure optimal organizational performance.

### **Key responsibilities include:**

- **Scheduling:** Manage the CEO's calendar, including scheduling meetings with a variety of stakeholders statewide, preparing materials, and booking all office travel.
- **Board of Directors:** Schedule regular meetings and remain in regular communication with the board; assist with the preparation of materials for Board and Committee meetings.
- **Administrative Coordination:** Serve as receptionist, including tracking office equipment, serving as liaison for IT support, and replenishing supplies as needed; provide administrative support across the organization including logistical support for programmatic events.
- **Experience in one or more of the following:** donor database management, social media strategy development and execution, or newsletter development and website updates.

### **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, and supporting New American Children. We serve as a catalyst for change to improve the quality of life for children.

### **Preferred Qualifications**

- BA/BS required with 2 years or more of experience preferred
- 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

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 [ghimsl@childrenatrisk.org](mailto:ghimsl@childrenatrisk.org) with "Administrative Coordinator" in the subject line. The application deadline is rolling.

Letters should be addressed to:

Dr. Bob Sanborn  
President/CEO  
CHILDREN AT RISK  
2900 Wesleyan, Suite 400  
Houston, Texas 77027