

**Assistant to the CEO Assistant and Administrative Coordinator
CHILDREN AT RISK– Houston**

CHILDREN AT RISK is seeking an enthusiastic and self-motivated individual to serve in a part-time position as the Assistant to the CEO. The selected candidate will work closely with the CEO and other senior leadership in a fast paced environment to ensure optimal organizational performance. This position may be remote to candidates in Texas or in person to candidates in the Greater Houston area.

Key responsibilities include:

- **Scheduling:** Primary responsibility is to manage the CEO's calendar, including scheduling meetings with a variety of stakeholders statewide, preparing materials, and booking travel.
- **Board of Directors:** Schedule regular meetings with regular communication with the board; assist with the preparation of materials for Board and Committee meetings.
- **Administrative Coordination:** Serve as receptionist (when in Houston), including tracking office equipment and replenishing supplies as needed.

Preferred Qualifications

- BA/BS preferred with 2 years or more of experience
- Organized and detail-oriented
- Experience scheduling Executive meetings and travel arrangements
- Strong written and verbal communication skills
- Effective problem solving skills and ability to multi-task in a fast paced environment
- Microsoft Office experience: Word, Outlook, Excel and PowerPoint required; experience in Sharepoint and Teams a plus
- A strong work ethic, positive personality, a sense of humor are all considered a real plus for this position

Status

- Part-time, Permanent (20-30 hours per week)
- Compensation: The position has a salary range from \$25,000-50,000 annually, dependent on the level of experience and number of hours worked per week.
- Target start August 2021.
- CHILDREN AT RISK offers a competitive benefit package, including health insurance, dental insurance, retirement contributions, and vacation and holidays.
- This position is in-person, if staff is located in the Greater Houston area, otherwise can be remote if located in Texas.

About CHILDREN AT RISK

CHILDREN AT RISK is an active research and advocacy group dedicated to improving the quality of life of children through research, public policy analysis, community education, and collaboration. Our focus is on the whole child with significant work in strengthening public education, increasing access to federally funded meal programs, work in early education, immigration and in ending child trafficking. 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.

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. We strongly seek candidates that believe in our mission and represent the diverse community and children that we serve.

Interested candidates should submit a letter of application, resume, and a list of three references **via e-mail** to ghimsl@childrenatrisk.org with "Administrative Coordinator" in the subject line. The application deadline is rolling. *CHILDREN AT RISK receives a high volume of resumes and reviews every candidate closely. As such, candidates will only be contacted if they are selected for an interview.*

Letters should be addressed to:

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