



## Job Posting

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<b>Job Title:</b>	Executive Assistant
<b>Pay:</b>	Competitive
<b>Department:</b>	Administration
<b>FLSA Category:</b>	TBD
<b>FTE:</b>	1.0 (Full-time)
<b>Reports To:</b>	Chief Program Officer
<b>Work Location:</b>	Washington, DC
<b>Posting Date:</b>	January 20, 2010

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### Summary

The Executive Assistant's main responsibilities include coordinating ZERO TO THREE's Chief Program Officer's schedule, travel, and all meetings. Responsibilities also include supporting the Senior Director of Programs as needed, acting as a liaison with the Executive Director's Executive Assistant and other Directors responsible for implementing programmatic/restricted funded activities. The Executive Assistant will have responsibilities for providing support related to developing reports, presentations, and other written materials as necessary, communicating with all levels of ZTT staff.

### Essential Duties and Responsibilities

- Managing Chief Program Officer's calendar and handling scheduling for internal and external meetings as necessary
- Assisting with the preparation of outgoing mail, presentations and speeches
- Handling calls and emails as necessary when Chief Program Officer is out of the office
- Handling travel details associated with external meetings (hotel and flight, etc.)
- Coordinating logistics (scheduling room, meal arrangements, if required) associated with planning "in-house" meetings and various activities
- Developing drafts of reports and other written materials as necessary
- Conducting basic research as necessary to assist in developing reports and materials
- Reviewing/proofreading written materials and reports as necessary
- Coordinates and partners with the Executive Director's Executive Assistant as needed in developing reports, presentations, and other written materials
- Supporting the Senior Director of Programs as needed in development of reports, communications, and written materials as necessary

## **Skills and Experience**

- Excellent calendar management skills, including the coordination of complex executive meetings
- Experience assisting management with the creation of PowerPoint presentations
- Strong knowledge of MS Office, including Word, Excel, PowerPoint and Outlook
- Ability to prioritize and manage multiple projects simultaneously, and follow through on issues in a timely manner
- Experience scheduling travel arrangements
- Strong organizational skills
- Ability to be flexible and work independently with little supervision
- Excellent problem solving skills
- Excellent written and oral communication skills, strong decision making ability and attention to detail
- Ability to prioritize daily assignments, meet deadlines, and interact with staff at all levels
- Ability to give and receive feedback

## **Education**

- Bachelor's or Associate's degree in related field or equivalent experience.

**ZERO TO THREE: National Center for Infants, Toddlers, and Families is proud to be an EEO Employer**

**To apply submit cover letter and resume with salary history to:**

ZERO TO THREE, National Center for Infants, Toddlers and Families

Attn: Human Resources Department

2000 M Street, NW Ste. 200

Washington, DC 20036

-or-

E-mail [HR@zerotothree.org](mailto:HR@zerotothree.org)

-or-

Fax: (202) 857-2661