**RECRUITMENT ANNOUNCEMENT**

**COUNTY WELFARE DIRECTORS ASSOCIATION OF CALIFORNIA (CWDA)**

CWDA is recruiting for an Executive Assistant. The Executive Assistant is a confidential position that performs senior-level professional and administrative work in support of the Executive Director and Deputy Executive Director (“the CWDA Directorate”), as well as CWDA board members and staff. The Executive Assistant has lead responsibility for a full range of meeting scheduling and planning, calendar scheduling, and office management logistics including contract development and management.

**About the Organization**

The County Welfare Directors Association of California (CWDA) is a non-profit association representing the human service directors from each of California's 58 counties. CWDA’s mission is to promote a human services system that encourages self-sufficiency of families and communities and protects vulnerable children and adults from abuse and neglect.

To accomplish this mission, the Association:

* Advocates for policies that will further the mission of the organization.
* Educates state and federal policy-makers and the public regarding the impact of human services policies on individuals, communities, and county social services operations.
* Collaborates with governmental and community-based organizations to ensure efficient and effective service delivery.
* Facilitates effective communication between and among county social service agencies, and state and federal administrative agencies, including the exchange of knowledge and best and promising practices.

**Position**

The Executive Assistant is responsible for a comprehensive range of duties. Including but not limited to:

* Managing the Executive Director calendar, scheduling and travel arrangements
* Scheduling, logistics and support for board meetings and other meetings/events
* Under the direction of the CWDA Directorate, developing and managing contracts with vendors and service providers
* Working with CWDA leadership and contracted conference planning staff to plan and execute the annual CWDA conference
* Communicating with and responding to requests for information from CWDA board members and their staff, legislative offices and partner agencies

This position reports to the CWDA Directorate, composed of the Executive Director and Deputy Executive Director.

**Essential Qualifications**

* Personable demeanor; ability to work independently
* Proficient in Microsoft Word, Excel and Outlook
* Knowledge of basic budgeting principles
* Knowledge of public, non-profit and/or legislative sector
* Experience with meeting logistics and planning, including agenda preparation and minutes
* Ability to prepare correspondence
* Ability to proofread for errors in spelling, punctuation, and grammar
* Ability to readily handle multiple simultaneous tasks effectively
* Ability to thrive in a dynamic, high-energy, fast-paced work environment

**Desirable Qualifications**

* Bachelor’s degree or higher
* Two or more years’ experience in the public, non-profit and/or legislative sector
* Experience with conference/event planning
* Experience with contract development and management
* Experience with financial management software and organizational budgeting

**Experience and Education**

Any combination of experience and education that provides the required knowledge and abilities will be considered qualifying.

**Compensation**

Competitive salary, commensurate with skill and experience, plus an excellent benefit package.

**Recruitment and Selection**

Those interested in applying should submit a letter of interest and resume by Friday, January 25, 2019 to:

Frank Mecca, Executive Director

CWDA

925 L Street, Suite 350

Sacramento, CA 95814

Materials may also be emailed to [pholling@cwda.org](mailto:pholling@cwda.org) or faxed to 916-443-3202.

Please feel free to call the CWDA office with any questions at 916-443-1749.