



CWDA

Advancing Human Services
for the Welfare of All Californians

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County Welfare Directors Association of California (CWDA)

Recruitment Announcement

Position: Executive Assistant

Position Type: Full-Time, Non-Exempt

ABOUT CWDA:

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 policymakers 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.

ABOUT THE POSITION:

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, CWDA staff, as well as CWDA board members. This position has lead responsibility for a full range of meeting scheduling and planning, calendar scheduling, contract administration and office management logistics, and requires the exercise of independent judgment and discretion. CWDA is a small office staffed by approximately twelve full-time employees.

POSITION DUTIES:

Under the supervision of the Operations Manager, the comprehensive range of duties and responsibilities of the Executive Assistant include, but are not limited to:

- Managing the Executive Director's calendar, scheduling, and travel arrangements
- Handling scheduling, logistics, and support for board meetings and other meetings/events involving CWDA staff and board membership
- Supporting association staff with office/administrative needs such as scheduling/reserving conference rooms and coordinating support needs with building management
- With oversight by CWDA's Operations Manager, helping manage internal contracts with office vendors and service providers
- Working with CWDA's Operations Manager 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
- Maintaining website and email distribution lists with updated information
- Designing presentation decks for board meetings and other high-level convenings as requested
- Creating a welcoming environment by greeting guests, answering, screening, and transferring phone calls, directing visitors, and taking messages for association staff
- Conducting office-related work, such as organizing, filing, copying, and compiling documents (electronically or with a paper filing system), sorting, logging, and distributing mail and deliveries
- Maintaining office inventory and equipment, assessing the need for and ordering supplies
- Preparing and filing Fair Political Practices Commission (FPPC) quarterly and annual Lobbyist reporting
- Other duties as assigned

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

ESSENTIAL QUALIFICATIONS:

- Professional and personable demeanor; ability to work independently
- Proficiency with Office Suite, especially Outlook, Word, Excel, and Power Point
- Ability to calendar and set up meetings for multiple staff
- Experience with meeting logistics and planning, including agenda development and minutes
- Ability to prepare business correspondence
- Self-starter; ability to thrive in a dynamic, high-energy, fast-paced work environment

- Excellent customer service and soft skills
- Ability to use a physical and online multiline phone system and transfer calls appropriately
- Team oriented with a focus on collaboration and diplomacy
- Strong written and verbal communication skills; ability to edit and proofread for errors in spelling, punctuation, and grammar
- Proficiency with virtual meeting platforms; Zoom and Teams
- Basic office knowledge such as electronically and physically filing, printing, copying, organizing, and compiling documents
- Ability to prioritize work and manage time effectively to accomplish multiple tasks by deadlines
- Detail oriented, organized, and tidy

DESIREEABLE 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 management
- Website maintenance experience

EDUCATION AND EXPERIENCE:

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

TYPE OF WORK ENVIRONMENT:

This position offers opportunities to be “the face of CWDA” and meet and work with many county staff leaders, in a fast-paced and dynamic environment. CWDA staff are encouraged to be innovative and largely work autonomously with support of senior staff. CWDA's physical office is located in downtown Sacramento, California, and the office offers a mix of remote and in-person work. The ideal candidate is committed to working in-person at least three days a week and occasionally up to five days a week depending on the needs of the Association, to be determined in consultation with the Operations Manager and Executive Director.

COMMITMENT TO INCLUSION AND DIVERSITY:

Inclusion and diversity are core values at CWDA. We are committed to building and sustaining an inclusive and equitable working environment for all employees. Additionally, we support our member agencies to do the same for their staff while promoting equity and

inclusion for the individuals and families served by county human services programs. We believe every member on our team enriches our diversity by exposing us to a broad range of ways to understand and engage with the world, identify challenges, design policy solutions, and deliver effective advocacy for our members. We especially encourage people who come from, or are otherwise familiar with, the communities impacted by our work to apply for open positions on our team.

COMPENSATION:

CWDA offers a competitive salary and benefits package. The compensation range for this position is \$75,000 to \$105,000 DOE. Benefits include health, dental, and vision. We offer an employer-sponsored 401(a) retirement plan, which provides pension like benefits, health and dependent care savings plans, and an Employee Assistance Program.

TO APPLY:

Those interested in applying for this position should submit a letter of interest and resume by Friday, October 31 to Traci Metcalf at tmetcalf@cwda.org.