

## **Executive Assistant**

Are you a motivated, detail orientated individual? Do you like enjoy coordinating events and fundraisers? Are you looking for a rewarding career that helps strengthen the community?

Valley Oak Children's Services, Inc. (VOCS) is recruiting for an **Executive Assistant** in our Chico office.

The Executive Assistant provides administrative support to the CEO and Fiscal staff. Other job duties include:

- Participate in various company meetings to take notes and record action items
- Maintain Agency Website
- Schedules meetings and events for the Agency. Provides support coordinating events when needed.
- Assist with annual fundraising plan and implementation.
- Coordinates conference reservations for attendees

We are looking for someone who has:

- Ability to remain calm under pressure and to demonstrate a high level of critical thinking skills. Must be extremely flexible and able to work with frequent interruptions and changing conditions.
- Good written and oral communication skills and experience dealing with and managing people.
- Ability to prioritize tasks and demonstrate strong problem-solving skills and the ability to communicate the basis for decisions that are made.
- Bachelor's degree in business, public administration, or related field. A minimum three years of experience in a job-related field. Experience in planning, organizing, and directing staff is required.

### **To view the full Job description go to:**

The Executive Assistant position is a 30 hours a week position. Valley Oak Children's Services offers an excellent benefit package including: 9 paid holidays, health insurance (medical, dental, and vision), 401(k), and a generous PTO plan.

**Compensation:** \$19.74 per hour

Valley Oak Children's Services, Inc. (VOCS) is a private, nonprofit organization that strives to provide services that assist thousands of families in Butte County to achieve self-sufficiency, health and happiness. We are committed to providing services that support the care of our community's children and families. The agency's mission is "Touching the H.E.A.R.T. of children, families, & community through Health, Education, Advocacy, Resources, and Training activities". VOCS invests in tomorrow's leaders today. We are a strength-based organization providing services to Butte County since 1980.

Our programs reflect the commitment to building strong communities and placing families at the center of community support services. We are looking for a motivated individual to join our dynamic Agency!

**How to Apply:** Please submit a resume and cover letter answering the three questions below. The closing date for this position is Sunday, June 13, 2021. Your application materials must be received by that time to be considered.

To be considered your cover letter must address the following three questions:

- Describe your customer service experience.
- What do you know about Valley Oak Children's Services?
- What makes you a good candidate for this position?