Executive Assistant

Who you are:

You are an experienced, Executive Assistant who enjoys providing a wide variety of high-level administrative assistance for our Founder/CJO (Chief Joy Officer) and Vice President of Programs. You have 6-8 years of experience in coordinating business and programs projects and in keeping the office of an executive running smoothly. You are skilled at establishing professional relationships and alliance with the leadership team and other executive assistant/support staff. You are a master at managing multiple individuals’ priorities and calendaring. You utilize strong skills and motivation to help the executives stay focused and accomplish priorities in a fast paced and dynamic environment.

Who we are:

Children’s Cancer Association (CCA) is leading a Joy revolution. Since 1995, CCA has been transforming the pediatric healthcare experience through innovative, Joy-based programs, enhancing the mental health and emotional well-being of pediatric patients with the healing power of music, friendship, and nature. JoyRx® programs are kid-prescribed, empowering them to positively shift their emotional states during the stressful and painful experiences related to fighting life-threatening illnesses and extended hospitalizations. CCA has provided JoyRx more than one million times to seriously ill kids, teens, and their family members—free-of-charge—and has a goal to clinically position and deliver JoyRx as best practice in children’s hospitals across the country. See JoyRx in action at JoyRx.org or Facebook.com/ChildrensCancerAssociation.

Essential Functions

- Managing the calendar of our Founder and VP of Programs while proactively addressing workload and schedule challenges. These may be significant one-time or reoccurring projects.
- Proactively lead all logistics, communications, content, engagement and follow-up for CCA Quarterly Board Meetings.
- Proactively organize and coordinate all aspects of executive and leadership meetings, including but not limited to logistics, communications, follow-up documents and support. Assist with other events as needed.
- Research, compile, integrate, and prepare communications for reports and presentations.
• Write communications drafts and professionally interface with high level executives and community members by responding to emails, phone calls, and other inquiries that do not require executive involvement.
• Document, manage and maintain all high-level communications from Founder in our donor database.

Skills

• Excellent organization, presentation, and active communication skills.
• Exceptional writing, editing and interpersonal skills.
• Demonstrated ability to establish professional relationships and be in alliance with the leadership team and other executive assistants.
• Approach responsibilities with a general understanding of business administration, finance, risk management, and program operations.
• Demonstrated initiative to proactively anticipate needs of multiple executives.
• Able to ensure a high level of trust with sensitive and confidential information.
• Strong skills and affinity for using a variety of technology and tools to effectively get work done to meet deadlines; a professional working knowledge of Outlook, Excel, and PowerPoint.
• Focused, a problem solver, reliable, and able to meet deadlines.

Education & Experience

• Bachelor’s degree or equivalent combination of education and experience.
• A minimum of six years of administrative support experience for a senior level leader, (i.e. CEO, President, Vice President).
• Non-profit experience a plus.

Core Competencies

• Planning & Organizing – Prioritize multiple tasks and maximize use of available time to ensure work is accomplished efficiently and accurately.
• Adaptability – Flexible and open to new ideas. Quick to adapt.
• Active Communications - Create an open and accessible environment that encourages flow of information and values continuous information exchange.
• Energy – Exhibit stamina and endurance and maintain a fast pace over time.
• Initiative - Be proactive not reactive, make things happen.

Work Environment

This job operates primarily in a professional office environment but may occasionally be required to perform job duties outside of the typical office setting.
**Physical Demands**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job with or without a reasonable accommodation.

Constantly operates a computer and other office equipment, such as a copy machine and computer printer. This position requires the ability speak, hear, write, and read English.

**Travel**

This position rarely requires travel in the Portland Metro area.

**Position Type/Expected Hours of Work**

This is a full time (40 hours/week) non-exempt position. Some flexibility in hours is allowed; days and hours of onsite work are generally Monday through Thursday, 8:00 am – 5:30 pm and Friday 8:00 am – 12:00 pm. May require occasional nights and weekend work.

**Compensation:**

CCA is a growth organization that looks for team members to grow with it. CCA offers a generous total rewards package, casual work environment, and an inclusive culture. Every CCA role shares one galvanizing message, to bring joy, comfort and inspiration to every child or teen in their moment of need.

Competitive benefit package and salary commensurate with experience and generous benefits, including:

- Paid premiums for medical, vision, and alternative care benefits
- Subsidized dental benefits
- PTO & nine paid holidays
- Voluntary short- and long-term disability
- Flexible spending plan
- Retirement Plan with 3% CCA match
- Paid four-week sabbatical after eight years of service
- Subsidized on-site parking or public transportation reimbursement
Application Guidelines:

Complete the application through our application portal and answer the following two questions in your cover letter:

1. Tell us how your previous work history has prepared you for this role
2. Provide salary expectations

General Information

This job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. The above statements are intended to describe the general nature and level of work being performed by individuals assigned to this position. They are not intended to be an exhaustive list of all duties, responsibilities, and skills required for the position. Job duties may change at any time with or without notice.

The position is based in Portland, OR. The position will be open until filled. CCA is an Equal Opportunity Employer committed to maintaining a non-discriminatory and dynamic work environment that values diversity and inclusion, respect and integrity, stakeholder focus, and innovation. AA/EOE/VETS/Disabled. At CCA, we believe Joy is an unlimited resource and undeniable equal right. We strive to create a workplace that reflects the diversity and of kids and families we serve. We want our team of unique individuals to feel empowered to bring their full, authentic selves to work. All are welcome to apply.

See JoyRx in action at JoyRx.org or Facebook.com/ChildrensCancerAssociation.

Watch CCA’s Founder and Chief Joy Officer, Regina Ellis’ TEDx Talk on the Joy Effect.
CCA Maxims:

Children’s Cancer Association believes:

We believe kids deserve long, wonderful lives. Or, at the very least, short, wonderful lives. We believe cancer sucks. We’ve had it, or loved someone who did. We prescribe moments of joy for kids who are in the fight against all serious illness. We create lasting memories for the loved ones who stand beside them. We believe joy grows exponentially when it’s used collectively. We are surrounded by a league of extraordinary heroes who perform amazing feats of compassion, generosity, and love every day. We believe in the healing power of music. We are music-as-medicine pioneers and champions.

We believe in purple. We know joy comes in all colors, shapes, and sizes – just like the kids who need our help. We love to laugh. We are not afraid to cry. We spend every dollar wisely. We give hugs freely. We believe in today. We respect our history as a grassroots organization. We embrace our destiny as a global source of JoyRx. We believe these things matter.
CCA Headquarters:

We are located in Albers Mill, a historic mill and contemporary office building located on the banks of the Willamette River in NW Portland, Oregon. This site is a national historic designated building with preserved industrial character. Our office is an open, creative space with river views mixed with private offices, conference rooms, kitchenette, and work areas. Amenities include subsidized parking, bike storage, on-site shower facilities, common area deck overlooking the Willamette River, easy access to NW Pearl District, waterfront jogging and bike trail, and TriMet transportation steps away.