



## Executive Assistant & Receptionist

### Who We Are:

JoyRx Heals All.

At Children's Cancer Association (CCA), we believe Joy is an unlimited resource and undeniable right. We champion purple, but know Joy heals young patients of all colors, no matter what language they speak, where they hail from, or live—ensuring all have equal access to no-cost, Joy-based programming.

We champion our team of unique individuals to feel empowered and bring their full, authentic selves to the workplace, regardless of how one identifies.

At CCA, we know it takes more than medicine to treat cancer and serious illness. When a child is facing life's most challenging moments, it's not enough to try to fix their body—we must also help them heal emotionally.

For over 25 years, CCA has delivered programs to help young patients find their Joy. JoyRx® programs feature music, mentorship, and nature to create feel-good moments for seriously ill kids and help them positively shift their mood to relieve the sadness, anxiety, and isolation experienced during lengthy treatments and hospitalizations—transforming their pediatric healthcare experience.

### Who you are:

You are a highly detailed, organized, and experienced Executive Assistant who thrives in a fast-paced and dynamic environment to provide a wide variety of high-level administrative assistance for our Vice President of Brand Marketing and Vice President of Programs. As a receptionist, you are welcoming, greeting and directing visitors to the office.

You are nimble and flexible, easily able to adjust to changes. You are skilled at establishing professional relationships and alliance with the leadership team and other executive assistant/support staff. A master at managing multiple individuals' priorities and calendaring, anticipating needs and keeping others organized. You utilize strong skills and motivation to help the executives stay focused and accomplish priorities in a fast paced and dynamic environment.

### Essential Functions

- Provide a wide variety of high-level administrative assistance for a team of two executives as well as back up for the other Executive Assistants.
- Welcome guests at the front desk; respond, direct, and process general mail, phone, and email inquiries.
- Coordinate business and program projects and in keeping the office of the executives running smoothly.
- Managing calendars and zoom meetings while proactively addressing workload and schedule challenges.
- 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.
- Research, compile, integrate, and prepare communications for reports and presentations.
- Proactively organize and coordinate all aspects of executive and leadership meetings, including Board of Director Meetings; assist with other events as needed.
- Responsible for storing, organization, and ordering of office supplies.
- Responsible for general cleanliness and organization of the office, including cleaning up and straightening up conference rooms after meetings.

## Skills

- Demonstrated ability to consistently handle confidential information.
- Approach responsibilities with a general understanding of business administration, finance, risk management and program operations.
- Demonstrated ability to establish professional relationships and alliance with the leadership team and other executive assistants.
- 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 with a professional working knowledge of Outlook, Excel, and PowerPoint.
- Excellent organizational, writing, presentation and active communication skills.
- Focused, problem solver, reliable and able to meet deadlines.

## Education & Experience

- A minimum of four years of administrative support experience for a senior level leader, (i.e., Vice President, SVP, COO, CEO).
- Bachelor's degree or combination of education and experience
- Experience interacting with C suite
- Non-profit experience a plus

## Competencies

- **Business Acumen:** Approaches and solves problems with business mindset
- **Active Communication:** Compose informative and influential documents. Use the branded language to communicate intent with speed and accuracy.
- **Energy:** Exhibit stamina and endurance to handle substantial workload. Able to maintain a fast pace.
- **Adaptability:** Adapt quickly and respond positively to change. Be flexible and open to new ideas.
- **Planning & Organization:** Plan and organize for efficiencies and use of resources.
- **Initiative:** Take action, be proactive not reactive, provide unsolicited input.

## Work Environment

This position is currently remote based on Multnomah County health requirements. Once office restrictions are lifted, this job operates primarily in a professional office environment.

## 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.

## 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 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. No matter the role, every CCA role shares one galvanizing message, to bring joy, comfort and inspiration to every child or teen in their moment of need.

Pay rate starts at \$23.00/hour with generous benefits, including:

- Medical, vision, dental and alternative care benefits;
- PTO & nine paid holidays;
- Voluntary short- and long-term disability;
- Flexible spending plan;
- 401(k) with 3.5% CCA match;
- Paid four-week sabbatical after eight years of service;

**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.