



FIRST3YEARS
Job Title: Executive Assistant
Full Time

Reports to: Director of Strategy
Location: DFW, Texas

Note: This is an entry level position with opportunity for growth.

First3Years is a state-wide non-profit organization whose mission is to educate, advocate, and collaborate to advance the healthy development of infants, toddlers, and their families. First3Years is recognized around the state for its training programs around infant mental health and our ability to bring meaningful research around relationships brain development during the early years to those who need it most.

First3Years seeks an outgoing, knowledgeable, and driven professional to serve as the Executive Assistant to support membership, professional development, marketing and communications, development, and community engagement. Core strengths include: administrative support experience, detail oriented, strong initiative, project management, high motivation, interest in Infant Mental Health and non-profit administration.

Job Duties and Requirements:

Assistant to CEO (15%)

- Prepare documents for board meetings
- Manage backend recruitment of board members
 - Online posting
 - Consolidating applications, Organizing in Excel
 - Meeting Notes
- Board Votes
- Scheduling
- Prepare documents for the CEO, Sign Documents save to the right spot etc...
- Other duties as assigned
- Assist CEO with scheduling, travel plans and other assignments.

Accounting Support (10%)

- Bank deposits
- Basic bookkeeping and invoicing
- Managing income/expense records
- Keeping expenses through Receipt Bank (documentation and accuracy correct allocation)
- Preparing documentation from CRM to report to Accountant on a weekly basis for income allocation

Support Professional Development Department (40%)

- Conduct support duties related to membership, professional development, marketing and communications, development, and community engagement functions for the organization.
- Act as chapter liaison and support chapter leadership.
- Work with staff, membership, chapters, and volunteers to increase membership and expand professional development.
- Support Professional Development department in creating events, survey links, training certificates, and marking attendance.
- Support membership by setting up large agency accounts, creating memberships codes for Teachable online courses, sending membership packets, and being first point of contact for all members.
- Support the Endorsement process by sending approval letters and pins, and coordinating exams.
- Conduct support tasks for First3Years major conferences and special events, including donor events and campaigns, and Baby Day. Activities include planning logistics, securing event space, ordering meals, printing documents for training, partner opportunities, etc.
- Support professional development and training, and ensure all records are maintained in Box.
- Manage CRM system including:
 - Management of accounts and memberships
 - Pulling reports and reviewing for accuracy

- De-duplicating accounts
- Updating content
- Setting up events and ensuring accuracy of data collection
- CRM edits and additions to custom needs
- Marking training attendance

Support Communication and Development Activities (20%)

- Update and maintain website, as needed.
- Draft Posting and Assist with social media across platforms (Twitter, Facebook, LinkedIn)
- Generate donor acknowledgements and reconcile data entry in donor records, support donor mailings and communication.
- Support grants and grant reports by compiling needed documentation and information.
- Support social media efforts, create monthly e-newsletters, and other communication items for F3Y on recent research with regards to IMH.
- Email marketing and engagement. Prepare, or help prepare, marketing materials for F3Y.

General Administrative Support (15%)

- Manage day-to-day activities of organization (systems, team needs, organizational support)
- Support Basic HR Functions (Onboarding/Offboarding etc)
- Build and maintain ongoing relationships with professionals, state and local agencies, and caregivers of young children and their families.
- Serve as office manager and provide executive support, visit office, check mail, print packets for board meetings, board minutes, other collateral, etc...
- Attend statewide and local meetings, events, and conferences as needed or as required to carry out the mission of F3Y.
- Some travel may be required.
- Other duties and executive support as needed.

Knowledge & Skills:

- Advanced working knowledge in Microsoft Office (Especially Excel)
- Advanced working knowledge with Adobe
- Basic website management skills
- Skills and advanced knowledge of working with QuickBooks to support budget maintenance.
- Basic skills in project management, with high level of initiative.
- Effective listening and strong verbal and written communication skills.
- Ability to interact comfortably with diverse people at different levels – from corporate and elected leaders to front line staff in programs - and from rural to urban regions.
- Strong interpersonal skills to build partnerships, collaborations, and networks causing people to work together to achieve common outcomes. Experience working in collaborative or partnership situations.
- Graduation from an accredited college or university with a Bachelor's degree (preferred).
- Experience in administrative support, events planning and logistics.
- Strong interest in ongoing research around Infant Mental Health
- Knowledge of web-based programs, Zoom, Wordpress and webcasting, and CRM/donor database required.
- Bilingual Preferred
- Ability to work independently and as a team member.
- Considered dependable and flexible.
- Proficiency with computers, website development and maintenance, Word processing, Excel, PowerPoint, and Quickbooks software, required.
- Possession of valid driver's license.

To apply: Please submit cover letter, resume, references, and desired salary to Ashley Borthick at aborthick@first3yearstx.org.