

EXECUTIVE ADMINISTRATIVE ASSISTANT/DEVELOPMENT SUPPORT

TITLE: Executive Administrative Assistant and Development Support

LOCATION: Utah Parent Center, Murray

JOB STATUS: Full-time; 40 hours per week/80 per pay period

PAY RATE: \$25.00 - \$28.00/hour – includes benefit allotment (based on experience)

OPENING DATE: March 18, 2024

CLOSING DATE: March 25, 2024

JOB SUMMARY:

The Utah Parent Center, a 501c3 non-profit, is an award-winning training and information center founded in 1983 by parents of children and youth with all disabilities to help other parents facing similar challenges throughout Utah. The mission of the Utah Parent Center (UPC or Center) is to help parents help their children, youth, and young adults with all disabilities to live included, productive lives as members of the community. We accomplish our mission by providing accurate information, empathetic peer support, valuable training and effective advocacy based on the concept of parents helping parents.

The Utah Parent Center is seeking a highly organized and proactive Executive Administrative Assistant to support our executive team. The ideal candidate will possess exceptional communication skills, impeccable attention to detail, and the ability to handle a wide range of administrative and executive support tasks. This role will involve governing board management, project coordination, organizing meetings, and providing administrative assistance to ensure the smooth operation of the executive office.

Primary Responsibilities:

- Provides executive level administrative support to the Executive Director and/or Associate Director.
- Assists Executive Director with overseeing the program development team and all fundraising activities.
- Arrange and coordinate meetings/conferences both local, statewide and national, including preparing agendas, booking conference rooms, and ensuring all necessary materials are provided.
- Assist with the creation of document preparation, formatting, editing, proofreading of documents, presentations and reports.
- Assist executive director with managing special projects as assigned, including legislative priorities, and community partnership building.
- Supervises assigned staff.
- Manages, books, and arranges all national travel for Utah Parent Center staff.
- Assist with fiscal duties as assigned by the executive director and fiscal manager.

DESIRED QUALIFICATIONS:

Strong preference given to a person who identifies as a person with a disability or is a parent or close relative to a person with a disability. Proven experience as an executive administrative assistant or similar role, preferably supporting C-level executives. Proficiency in Google Suite and other relevant software applications. Bachelor's degree or equivalent experience preferred.

PREFERENCES:

Excellent communication skills and interpersonal skills. Collaborative attitude with the ability to work effectively both independently and as part of a team. Adaptability to changing priorities and willingness to take on new tasks as needed.

TO APPLY, SUBMIT (by email, mail or in person):

- Letter describing your interest in and qualifications for the position, **AND**
- Current résumé with personal and employment references.

Please include both the letter and the resume when responding. An application will be required from qualified candidates selected for an interview.

SUBMIT TO:

Utah Parent Center Attention: Joey Hanna
5296 S. Commerce Dr., Suite 302, Murray, Utah 84107
Phone: 801-272-1051 Email: recruiting@utahparentcenter.org