



Executive Assistant Job Description

Department: Administration

Williamson County Children's Advocacy Center's (WCCAC) mission is to provide hope, healing, and justice for children and families impacted by abuse, violence, and exploitation in our community. We envision a community where children grow up safe and free from abuse. From the environment we create to our expertly trained staff, we strive to reduce the emotional trauma for children and their non-offending family members.

The culture of the Williamson County Children's Advocacy Center is built on our shared core values – Compassion, Integrity, Community, and Vision. Compassion and Integrity mean that we work together and make decisions for the greater good – with open, honest, and respectful communication, taking responsibility for what we do and say. Community means that we provide a safe, welcoming, supportive environment that encourages balance, wellness, and team spirit; we create connections through acts of service both inside and outside the organization. Vision means that we learn from our failures, following our relentless curiosity and striving to improve, learn, and grow by asking questions, seeking knowledge, and stretching beyond our comfort zone. We hire, fire, review, reward, and recognize our teammates based on these characteristics, so it's important that you share these values in order to be part of our team.

POSITION OVERVIEW

The Williamson County Children's Advocacy Center (WCCAC) is a nonprofit that provides free services to child victims of abuse and their non-offending caregivers and other family members.

Under the supervision of the CEO, the Executive Assistant performs administrative duties for executive management. Teamwork and collaboration skills are required to attain the goals of the Williamson County Children's Advocacy Center and the administrative team.

Reports To: Chief Executive Officer

Commitment Type: Full Time (40 hours a week)

Base of Operation: Georgetown, Texas

Salary: Based on Qualifications, Non-Exempt

Benefits: IRA 3% matching; 529 Educational Savings Plan; Health, Dental, Vision, Life and AD&D Insurance; Medical Bridge and Insurance Cafeteria Plan; Employee Assistance Program (EAP); PTO

RESPONSIBILITIES

Reception & Communication

- Answer, screen, and forward incoming phone calls
- Greet, welcome, and direct visitors to the CEO
- Receive and route daily mail to appropriate team members
- Prepare/track correspondence and provide communication scripts

Meeting Support and Coordination

- Schedule meetings, appointments, and tours for leadership and committees
- Coordinate meeting logistics (catering needs, room reservations, equipment, video conferencing) and ensure technology is functioning properly. Troubleshoot when necessary.
- Prepare detailed agendas for Leadership, Staff, Board of Directors, and Committee meetings
- Send timely meeting reminders and updates to attendees
- Take comprehensive meeting notes, highlighting key decisions and action items
- Upload and share meeting documentation with stakeholders

- Maintain and update contact lists, calendars, and schedules
- Assist in organizing virtual or in-person tours for visitors and stakeholders
- Prepare event materials (nametags, table tents, registration materials, handouts)

Administrative Support

- Provide administrative support for WCCAC Training, Staff, and Board meetings
- Prepare CEO mileage/reimbursement documentation
- Promote the CAC model and represent WCCAC at external events
- Perform other responsibilities as appropriate and necessary

Board Communications:

- Prepare Board agenda with input from Chief Executive Officer and Board Chair.
- Prepare Board minutes after Board meeting date with input from Board Secretary.
- Produce and distribute meeting notices, minutes, and materials to Board members.
- Annually produce the WCCAC Board Manual.
- Update Board materials for Board members as changes occur.
- Coordinate meeting requirements.
- Track meeting attendance and incidental Board payments as needed.
- Provide support for other Board Committee meetings as requested.

Grant administration:

- Stay abreast of scheduled grant reporting and renewal dates.
- Assist in grant request preparation, as needed.

MINIMUM QUALIFICATIONS AND SKILLS

- High school diploma or GED. Bachelor's degree in an appropriate related field is preferred.
- Minimum of two years of experience in executive administrative support. Experience working with non-profits and/or membership associations is preferred.
- Strong organizational skills with ability to prioritize and work under deadlines.
- Attention to detail.
- Excellent interpersonal, speaking, and writing skills, communicating effectively and concisely.
- Professional appearance.
- Proficiency with Microsoft Office Suite (Outlook, Word, Excel, PowerPoint).
- Working knowledge of office equipment (phone system, computers, printers, copiers).
- Belief in the mission of the Williamson County Children's Advocacy Center.
- Personal qualities required: ability to cultivate an environment of trust and embody the values of mindfulness, quality, adaptability, collaboration, accountability, integrity, high professional standards, and ethics. Other desirable qualities: maturity, self-motivation, good judgment, positive attitude.
- Flexibility; ability to work within an ambiguous, fast-moving environment, while also driving toward clarity and solutions; demonstrated resourcefulness in setting priorities.
- Must have ability to pass a background check, including criminal, DFPS, sex offender, and SafeSport clearances.
- Must also have reliable transportation and possess a valid Texas Driver's License that meets the Center's insurance company's requirement for coverage.

Physical Requirements:

- Must be mobile and able to bend, stoop, reach, and moderately lift (up to 30 pounds).
- Must be able to sit or stand at a workstation and/or a computer screen for up to 2 hours at a time.

Reasonable Accommodations Statement: *To accomplish this job successfully, an individual must be able to perform, with or without reasonable accommodation, each function satisfactorily. Reasonable accommodations may be made to help enable qualified individuals with disabilities to perform the functions required.*

To APPLY, please email a cover letter, three references, and resume to wccacinfo@wilcocactx.org with the subject line "Executive Assistant – Applicant".