



# **TexProtects**

Champions for Safe Children

## ADMINISTRATIVE ASSISTANT SEARCH PROFILE

DALLAS, TX

NOVEMBER 2021



## **The Organization**

TexProtects was founded in 2000 as the Dallas-based Child Abuse Prevention Advocacy Commission (CAPAC) to address the critical need for reform in Dallas County's Child Protective Services (CPS). Though the organization has evolved since its founding, eventually becoming today's TexProtects, it consistently utilizes a multifaceted, evidence-based approach to bring awareness to issues surrounding CPS reform, organizing voices speaking to the needs of children at risk of abuse, and aims to activate the most powerful and effective constituency to advocate for change in these issues. Furthermore, TexProtects utilizes short-term solutions to meet the immediate needs of at-risk children, their families and communities while also championing long-term reform by devising scalable and innovative solutions. Ultimately, TexProtects' goal is to create broad, systematic change via major public policy innovations of child protection systems and to leverage private and public funding to scale high-impact prevention solutions.

## **TexProtects' Mission**

TexProtects protects Texas children from the trauma of abuse and neglect and empowers families to thrive through education, research, and advocacy. TexProtects effects change by organizing and educating its members to advocate for increased investments in evidence-based child abuse prevention programs, CPS reforms, and treatment programs to heal abuse victims.

TexProtects focuses predominately on five issue areas across the child protection continuum: child abuse prevention; CPS system and workforce; family preservation; foster care; and transition support for foster youth.

## **Impact and Collaboration**

Recognizing the limitations of a single organization, TexProtects has consistently positioned itself as a coalition-builder and collaborator to advocate on behalf of outcomes for children. Over the last 18 years and 9 legislative sessions, TexProtects has assisted and/or led the passage of 53 bills that have improved the CPS system and fought for and secured over \$200 million for family support home visitation programs that currently serve over 20,000 Texas families. The legislative accomplishments have been achieved with support from many of our collaborative partnerships.

Today, TexProtects is an autonomous, nonpartisan data-driven think tank and advocacy organization designed to educate decision makers, private funders, and the public at large. It remains the only Texas organization dedicated to the main issues of protection, prevention, and the healing of abused and neglected children. Additionally, in 2017, TexProtects absorbed the operations of Prevent Child Abuse Texas

We are looking for self-motivated and purpose-driven individuals to join our collaborative, positive, fast-paced, flexible, and innovative culture!

## Job Description

**Job Title:** Administrative Assistant  
**Reports To:** Director of Operations  
**Main Office:** Dallas  
**Category:** Exempt; Full-time  
**Revision Date:** November 2021



### **Purpose:**

The Administrative Assistant for TexProtects, the Texas Association for the Protection of Children, will be responsible for providing high-level administrative support to TexProtects leadership in support of the organization's mission to prevent child abuse, improve intervention of the CPS system and ensure effective treatment for child abuse victims.

### **Purpose and Key Responsibilities:**

An effective Administrative Assistant is primarily responsible for daily administrative support to TexProtects Chief Executive Officer primarily and as needed to the Executive Leadership Team.

### **Key responsibilities include:**

- Provides general office management duties and technical assistance.
- Manage calendar of CEO, coordinates, and confirms meetings and conference room scheduling and ensuring incoming calls are handled with strategic care to guide callers in connecting with best internal or external experts.
- Provides grant support as needed to Development team.
- Assists with writing and editing letters, emails, and other forms of correspondence.
- Updates and ensures accuracy of contact information, mailing lists, and other records.
- Books travel arrangements for Dallas staff as needed for out-of-town travel.
- Ensures effective meeting preparation.
- Uses keen sense of anticipation, to remain two steps ahead of leadership needs.

### **Key Competencies and Skills:**

- **Initiative** – Proactively anticipates business needs and takes initiative to respond effectively and efficiently. Anticipates and recognizes potential or realized issues/problems and quickly refers to the appropriate person or department for resolution.
- **Effective Communications** – Effectively expresses and communicates ideas, both orally and in writing and tailors messaging to effectively reach an audience. Listens actively to information presented by others. Clearly expresses the desired outcome. Keeps all appropriate parties informed on projects, issues, and/or events.
- **Problem Solving and Decision Making** – Identifies, analyzes, and provides creative and effective solutions to individual and organizational problems. Gathers appropriate information and makes timely and effective decisions; recognized for the ability to make accurate decisions.

### **Additional Technical Skills, Traits and Knowledge:**

To perform this job successfully, an individual must be able to perform each qualification satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Track and measure media and social media engagement.

- Advanced knowledge of Microsoft Office Suite, including Word, Excel, PowerPoint, Outlook, One Drive and Teams and additionally, Zoom
- Ability to work remotely
- Superb administrative practices supporting leadership team

- Excellent time management skills and a sense of urgency – especially with deadlines
- Absolute attention to detail, even while managing multiple tasks at any one time
- Exceptional organizational skills and a commitment to quality
- Professional, dependable, and proactive
- Superb verbal, written and interpersonal communication skills, with ability to write professional documents and correspondence
- Proven experience with heavy calendaring and ability to manage and support several busy schedules
- Strong initiative
- Possess an intellectual curiosity and thirst for knowledge
- Must possess strong initiative, anticipation and be an innovative thinker
- Focus on continuous improvement
- Ability to project a professional company image with internal and external audiences
- Uses discretion and maintains confidentiality regarding non-public matters

**Education and Experience:**

- At least five years of administrative experience supporting more than one executive at a time.
- Experience in nonprofit organization preferred.
- Bachelor’s degree required.

**Other Requirements/Work Environment:**

The physical requirements and work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of the job.

- Moderate stress level
- Moderate noise level
- Regular and predictable attendance
- Occasional standing and lifting of at least 20 pounds
- Long periods of sitting
- Occasional driving in throughout Dallas-Fort Worth metroplex

**To Apply:**

Please submit a cover letter including salary compensation and resume to Director of Operations, Brandy Lindsey at [brandy@texprotects.org](mailto:brandy@texprotects.org).

**No phone calls please.**

**Applications accepted until Thursday, December 2, 2021**

Please insert “Administrative Assistant” in the email subject line.