



Work where your work matters. Work at CCRC.

CCRC prides itself as a workplace of choice for passionate talent, driven by our mission to cultivate child, family and community well-being. Whether the position works directly with the public or supports our programs, every position is vital to our mission's success and reputation as a leader. We are not your typical non-profit. We are 1200+ people strong and growing!

You could play a key role supporting the **Finance** Division! Go to our job board to apply: [job board](#)

The Executive Assistant – Facilities & Finance job at a glance

General Summary

Under the direction of the Vice President and Chief Finance Officer (CFO), and in partnership with the Director of Facilities, the Executive Assistant – Facilities & Finance (Shared Support) role provides comprehensive executive-level administrative support to the Finance and Facilities Divisions and serves as backup support to the Executive Assistant supporting Finance. This role requires strong organizational skills, discretion in handling confidential matters, and the ability to manage multiple priorities in a collaborative team environment.

This position is a full-time, hybrid position; may work a non-traditional schedule including evenings and weekends as needed to meet division needs.

Core Benefits!

- **Hybrid** position!
- **Competitive Compensation** Package
- **Robust benefit offerings** -Medical, Dental, Vision, and Voluntary Life Insurance!
 - CCRC **covers approximately 90-100% of employee and dependent** medical and dental coverage, and **90%** vision coverage!
 - There are a variety of medical and dental plans offered.
 - **Basic Life Insurance and Long-Term Disability** paid for by CCRC
- **Flexible Spending Account** participation offered
- Employer Contribution and Employer Match in the **403(b) Retirement Savings Plan** with 100% vesting!
 - Upon meeting eligibility, employees receive a **5% contribution** and may participate in the **match of 50% up to the 1st 7% of deferrals**
- **Generous Time Off Policy** with vacation and Sick Time, Holidays, and Paid Winter Break
- Opportunities **for learning and professional development**, such as education reimbursement and mastering skills for career progression
- **Culture:** Mission-driven, passionate, and inclusive
- **Employee Assistance and Wellness Programs**
- **501(c) (3) designation**-You can apply for Public Service Loan Forgiveness!

The Details of the Job:

Essential Duties And Responsibilities

Within a team structure, this position will perform the following responsibilities:

Administrative Support- Facilities (40%)

- Provide executive-level administrative support to the Director of Facilities, including document preparation, filing, scanning, photocopying, and distribution of materials requiring discretion and confidentiality.

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- Draft letters, memos, and correspondence for Facilities Director signature, ensuring professional quality and accurate representation of departmental initiatives
- Maintain the Director of Facilities complex calendar, including meeting coordination, conference scheduling, and managing appointments as needed.
- Collect, organize, and analyze data related to facilities operations, including purchase orders and expense tracking, vendor performance, space utilization, and cost management.
- Maintain physical and electronic files of vendor contracts, compliance documentation, and project records.
- Photocopy and scan correspondence from contractors, vendors, building management, and other external parties.
- Schedule division meetings and manage logistics for site visits and facility assessments.
- Attend relevant meetings and training sessions; take and distribute meeting minutes/ notes as required
- Coordinate space planning initiatives, office moves, workspace modifications, and facility improvement projects
- Support the Director of Facilities with purchase orders and expense reports ensuring accuracy and attention to detail.

Finance Executive Assistant Support (30%)

- Provide executive-level administrative support to the CFO, including document preparation, filing, photocopying/scanning, and distribution of confidential materials.
- Support the CFO with calendar management, correspondence, and meeting logistics coordination.
- Assist with preparing financial presentation materials, reports, and board documentation.
- Maintain confidential financial documents and records with appropriate security protocols
- Process and track finance-related expenses and reimbursements
- Coordinate finance team meetings and quarterly/annual planning activities
- Serve as a backup support to the Executive Assistant in Finance during absences, peak periods, and special projects.

Data Composition, Analysis & Reporting (20%)

- Prepare spreadsheets, tables, graphs, dashboards, and presentations to communicate complex information clearly to leadership
- Track key performance indicators (KPIs) for facilities operations and budget performance.
- Maintain databases for facilities management, vendor tracking, and compliance monitoring
- Create visual presentations and flyers for facilities-related communications, safety initiatives, and employee announcements
- Compile, summarize, and communicate reporting insights and findings to high-level stakeholders, including executive leadership and in support of board materials as need.

Cross-Functional Collaboration (10%)

- Collaborate effectively within a team environment, supporting colleagues across Facilities, Finance, and other departments
- Liaise with building management, contractors, vendors, and service providers on behalf of the Director of Facilities.
- Support workplace culture enhancement programs and employee engagement activities
- Coordinating team-building activities, team meetings, cross-departmental initiatives, and trainings with internal and external stakeholders.

- Build and maintain positive relationships with internal and external stakeholders
- Serve as a liaison between Finance, Facilities, and other departments to ensure seamless communication and coordination
- Provide exceptional customer service to employees regarding inquiries and requests
- Support facilities communication and dispatch/helpline processes as assigned.

Non-Essential Duties And Responsibilities

These duties include tasks that are required and comprise less than 5% of daily functions for this job:

- Provide administrative support during audits by funders, independent auditors, and government authorities
- Prepare physical and electronic storage for all audit schedules and documentation.
- Photocopy and scan documents for auditors and finance files
- Prepare audit schedules and correspondence related to all audits as requested
- Assist the Executive Assistant in Finance with agency-wide activity coordination as needed
- Support special projects including facility assessments, sustainability initiatives, and workplace improvement programs
- Perform other projects or duties as assigned by Director of Facilities or Chief Financial Officer

Job Specifications

Minimum Required

- **Education: Bachelor's degree or equivalent combination of education and experience.**
- **Experience: 5+ years of administrative support. preferably supporting senior leadership in a non-profit or public sector environment. Equivalent education/experience may be considered.**
- **Demonstrated experience in data analysis, report preparation, and presentation development**
- **Experience supporting multiple executives or departments simultaneously**
- **Professional/Technical Certifications: N/A**
- **Technical Requirements:**
 - **Proficiency level using Microsoft Excel, Word, PowerPoint, Outlook and video conferencing tools including Zoom and Microsoft Teams.**
 - **Strong Excel skills including formulas, pivot tables, data analysis, and chart creation**
 - **Familiarity with AI-enabled tools (e.g., Copilot, Kindo, or similar platforms).**
 - **Proficiency with document management systems and electronic filing**
- **Bilingual Required: N/A**
- **Behavioral:**
 - Ability to quickly learn new software platforms and systems as needed.
 - Demonstrates effective communication skills and consistently maintains a high-level of detail-orientation and accuracy.
 - Professional demeanor, cooperative work, strong organizational skills, time management and customer service; collaborative teamwork, accurate work product, strong problem-solving skills, and effective critical thinking.
 - Demonstrate regular, reliable, and predictable attendance to carry out the essential functions.
 - Ability to prioritize work effectively, multi-task, adjust to meet multiple demands; follow up with tasks through completion; ensure deadlines are met.
 - Show ability to have flexibility, maturity of judgment, and ability to work collegially.
 - Ability to exercise discretion, confidentiality, apply good judgment in making decisions, work independently, anticipate needs, and take initiatives.

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- Adherence to confidentiality, including HIPAA and PHI, in accordance with Agency policy and legal requirements.
- Adherence to technological security in accordance with Agency policy and legal requirements.

Travel: Up to 5% of travel is required. Will consist of some travel to CCRC office locations and external locations as needed to support facilities coordination, site visits, and supply pick-up., Staff members driving on behalf of CCRC may choose to drive a CCRC vehicle or own vehicle and must meet requirements to be an approved driver including holding and maintaining current auto insurance, current California Driver’s License and DMV clearance required.

- **Work Schedule:** This is full-time, hybrid schedule; typical work schedule, Monday through Friday. This position is classified as non-exempt and may be required to work additional hours including, non-traditional work schedules such as early mornings, late evenings and weekends.
- **Work Environment:** The work environment; temperature, noise level, inside or outside, or other factors that will affect the person’s working conditions while performing the job.
- **Background & Health Clearance Requirements:** Background requirements determined according to the requirements of the program(s) which the position will be supporting. Background check required. As a grant-funded Agency supporting Children and Family Services, CCRC conducts background checks commensurate with the role to verify candidate qualifications (criminal history, employment history / experience, education, reference checks) and ensure grant compliance. Specific roles may have additional verification / clearance to the standard background check as part of the recruitment and selection process, including:
 - **Live Scan Clearance / DOJ Fingerprinting:** For positions working directly with the public in a child/ community care or child / community care adjacent setting (CA Health and Safety Code Section 1596.871 and/or Head Start Program Performance Standards 1302.90).
 - **Health Clearance:** For positions working directly with the public in a child/ community care or child / community care adjacent setting or working with “at risk” populations, CA Code of Regulations Title 22, §101216, CA Health and Safety Code 1596.7995, and/or Head Start Program Performance Standards 1302.93)
 - **MVR / DMV clearance** in accordance with CCRC’s liability insurance provisions: For positions where driving is required.
 - **Child Development Permit:** For positions working in an educational capacity (California Education Code Sections 44242.5, 44340, and 44341)
 - **CPR / Pediatric CPR certification:** For certain identified positions working directly with the public in a child/ community care or child / community care adjacent setting (CA Health & Safety Code 1596.865 – 1596.866)
 - **Federal Debarment Checks:** For positions acting in a principal capacity to federal funds (Head Start Program Performance Standards 1304.11, Code of Federal Regulations Title 2 Grants and Agreements 2.180.320 and 2.180.995)
 - **Credit & Bankruptcy Check:** For positions with fiscal responsibility (roles with authority over financial transactions), a credit and bankruptcy check will be conducted to assess financial responsibility in alignment with agency standards and applicable laws, including the federal Fair Credit Reporting Act (15 U.S.C. 1681 et seq.) and California Labor Code restrictions on credit reports (Labor Code 1025.5.)

Preferred

All minimum requirements above met, plus:

- **Technical Requirements:**
 - Basic/Intermediate/Advance/Expert Excel, Word, PowerPoint,
 - **Strong Excel skills including formulas, pivot tables, data analysis, and chart creation**

Physical Demands

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The physical demands described herein are representative of those that must be met by an employee to successfully perform the essential functions of this job.

Physical Activity					
Activity List the number of hours spent performing the activity.	Hours Per Day				
	NA	0-2	3-4	5-6	7-8
Balancing: Maintaining body equilibrium to prevent falling when walking, standing or crouching on narrow, slippery or erratically moving surfaces.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Climbing: Ascending or descending ladders, stairs, scaffolding, ramps, poles, or other similar devices. Using feet and legs and/or hands and arms. Performing activities where body agility is emphasized.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Crawling: Moving about on hands and knees.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Crouching: Bending the body downward and forward by bending the leg and spine.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Driving: A car, truck, forklift or other types of moving equipment.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Feeling: Perceiving attributes of an object, such as its size, shape, temperature or texture by touching with skin, particularly that of the fingertips.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Grasping: Applying pressure to an object with the fingers.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Hearing: Perceiving the nature of sounds with no less than a 40db loss at 500Hz, 1000Hz and 2000Hz with or without correction. Ability to receive detailed information through oral communication, and make fine discrimination in sound, such as when making fine adjustments on a piece of equipment.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Kneeling: Bending legs at the knee to rest the body on the knee or knees.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Lifting (Light): Raising objects from a lower to a higher location / moving objects horizontally from one location to another. Lifting up to 30lb objects to shoulder level throughout the work shift. Requires the substantial use of the upper extremities and back muscles.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Lifting (Med): Raising objects from a lower to a higher location / moving objects horizontally from one location to another. Lifting 30lb – 50lb objects to shoulder level throughout the work shift. Requires the substantial use of the upper extremities and back muscles.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Lifting (Heavy): Raising objects from a lower to a higher location / moving objects horizontally from one location to another. Lifting 50lb+ objects to shoulder level throughout the work shift. Requires the substantial use of the upper extremities and back muscles.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Pulling: Using upper extremities to exert force to draw, haul or lug objects in a sustained motion.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Pushing: Using upper extremities to press against something with steady force in order to thrust forward, downward or outward.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Reaching: Extending hand or hands and extending arm or arms in any direction.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Repetitive motions: Substantial movements of the wrist, hands, and/or fingers, including keyboarding.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Sitting: Particularly for long periods of time.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Standing: Standing or staying on feet for sustained periods of time.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Stooping: Bending body downward and forward by bending the spine at the waist, requiring full use of the lower extremities and back muscle.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Talking: Expressing or exchanging ideas by means of spoken words. Those activities in which detailed or important spoken instructions to co-workers are required. The instructions must be conveyed accurately, loudly, and/or quickly.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

Notices

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Child Care Resource Center is an Equal Opportunity/Affirmative Action employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex including sexual orientation and gender identity, national origin, disability, protected Veteran Status, or any other characteristic protected by applicable federal, state, or local law.

The contractor will not discharge or in any other manner discriminate against employees or applicants because they have inquired about, discussed, or disclosed their own pay or the pay of another employee or applicant. However, employees who have access to the compensation information of other employees or applicants as a part of their essential job functions cannot disclose the pay of other employees or applicants to individuals who do not otherwise have access to compensation information, unless the disclosure is (a) in response to a formal complaint or charge, (b) in furtherance of an investigation, proceeding, hearing, or action, including an investigation conducted by the employer, or (c) consistent with the contractor's legal duty to furnish information. 41 CFR 60-1.35(c)

Accommodations

If you are a qualified individual with a disability or a disabled veteran, you have the right to request an accommodation if you are unable or limited in your ability to use or access our career center as a result of your disability. To request an accommodation, contact a Human Resources Representative at (818) 717-1000 ext. 6599 or email them at Recruiting@ccrcca.org.

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