



Job Opportunity

Child & Adolescent Behavioral Health

Position: Executive Secretary

Overview

Now more than ever, mental and behavioral health care for kids is needed in our community. Child & Adolescent Behavioral Health is looking to meet the growing demands by hiring a full-time Executive Secretary.

As a member of our team, you will help children, youth and families successfully meet life's challenges by offering the support they need. We are a collaborative network of child therapists, psychiatrists, PMHNPs, case managers, school staff, community partners and other mental health professionals working toward a common goal. Together, we provide a positive environment for kids and their families to find health, hope and happiness.

We are looking for enthusiastic individuals to join one of the most innovative therapeutic mental health programs in Stark County. C&A is recognized by Zippia and The Cleveland Plain Dealer/cleveland.com as a Top Workplace in Stark County. We offer a compassionate, supportive, accountable work environment to help you grow your career, along with a comprehensive benefits package that includes generous and affordable medical, dental, life insurance, retirement and paid time off.

Job Descriptions/Duties

The Executive Secretary will provide support to the Chief Executive Officer, the Board of Directors and other executives as directed by the CEO. Job duties will include, but are not limited to:

Board of Directors

- Prepare monthly agendas and/or handouts for all Board of Directors and committee meetings.
- Email meeting agendas to Board members one week in advance to the meeting. Follow up with a reminder email prior to the meeting.
- Schedule meetings on video conferencing platforms (Teams and Zoom) and in-person when requested.
- Take minutes for all meetings. Post approved minutes on company's FileShare.
- Keep accurate and up to date listing of Board members' name, address, phone numbers, and email addresses.
- Email annual Conflict of Interest and Confidentiality forms to Board members and keep on file.

- Keep accurate Board committee assignments for each fiscal year.
- Keep monthly and yearly record of Board/Committee attendance, length of terms, number of committees served and accurate volunteer time for each meeting.
- Update Board policies and notify committees of the Board when annual review is needed.
- Type all correspondences as requested by Committee Chairs, Board President, or Chief Executive Officer.
- Create yearly Board calendar of meeting dates/times and send to committees.

Operating Letters

- Check monthly schedule and disseminate Operating Letters (OL) that are up for review to the reviewers by email.
- Supply Board members and Board President with Operating Letter manual or specific Operating Letters when requested.
- Type all Operating Letters, new and revised according to OL 01.01.
- Type all Operating Letters and forms and number them appropriately.
- Maintain current index of Operating Letters on FileShare.
- Post revised Operating Letters to FileShare.

General Duties

- Provide scheduling and calendar management for the Chief Executive Officer (CEO). Schedule meetings and reserve rooms as requested.
- Type and distribute minutes for meetings (Executive Management Team, Health and Safety, Workplace Wellness, Convocation Team) and others as requested by the CEO .
- Support the CEO primarily and provide additional support to executive team members as directed.
- All typing for the CEO.
- Type lease agreements and contracts for staff or others as needed.
- Open, sort, and deliver mail to the CEO.
- Prepare purchase requisitions as requested.
- Communicate CEO's requests/instructions to various individuals when required.
- Maintain working knowledge of the agency; be prepared to discuss with visitors or by phone when necessary.
- Remind staff of requests for information, deadlines, or necessary follow ups as appropriate and as requested.
- Forward mail to others in the agency for reply or action when requested by the CEO.
- Send and receive emails as necessary.
- Obtain information from internet when requested.
- Maintain accurate and efficient filing system.
- Arrange various reservations as requested.
- Place Sam's Club order for all offices when supplies are needed.
- Organize meetings and events, including scheduling, sending reminders, and organizing catering when necessary.
- Format job postings for the agency.

- Other duties related to C&A and functions as assigned by the CEO.

Skills and Experience

- Ability to maintain confidentiality of sensitive information.
- Proficient in Microsoft Office (Outlook, Word, Excel, and PowerPoint).
- Interpersonal skills
- Written and verbal communication skills.
- Strong organizational skills and ability to prioritize multiple tasks with a strong attention to detail.
- Minute taking and transcribing

Why Child & Adolescent Behavioral Health

At Child & Adolescent Behavioral Health, we are here for you, so you can be there for them. We provide a supportive environment for our clinical therapists to grow and lead in their careers, and in turn, you bring unmatched compassionate care and expertise. We have been recognized as one of the Top 10 Best Companies to work for in Stark County, because we strive to take care of our team at work and at home.

Recognition and Awards

Child & Adolescent Behavioral Health has been recognized and ranked on three Zippia lists:

- Best Non-Profit Companies to Work for in Ohio
- Best Companies to Work for in Canton, Ohio
- 2022 Top Workplace for Non-Profits in Northeastern Ohio by Cleveland Plain Dealer/cleveland.com
- Canton Regional Chamber of Commerce Community Salute Award - 2018 Award of Appreciation

Location

We have four locations in Stark County including downtown Canton, Belden Village, Alliance and Plain Township. This position is at the downtown Canton office.

Salary Range/Compensation: Based upon experience and skills.

Hours: Full-time. Some evening hours may occasionally be required.

Send resume/apply to: recruiting@childandadolescent.org