



## **JOB DESCRIPTION**

### **Executive Assistant**

#### **About the Position**

EMERGE is seeking an assistant to the Executive Director to handle a variety of small and complex tasks to support the operations and smooth functioning of the organization. Responsibilities will vary but will focus initially on strengthening and integrating the many different systems that support our work such as electronic record keeping, billing, communication, marketing, payroll and others.

#### **Roles and Responsibilities**

The Executive Assistant will work directly with the Executive Director. Specific responsibilities may include data entry, organizing, updating the website, developing marketing materials, compiling lists, working on communications, managing office space issues and other duties. More complex projects may include interfacing with insurance companies, researching grants and developing new systems for how we handle operations at EMERGE.

#### **Desired Qualities**

Candidates must be highly organized, detail oriented, have good people skills and be motivated to learn; able to handle complex issues and have experience with a variety of computer applications, especially Microsoft Office; able to deal with confidential material in a highly ethical and responsible manner.

#### **Commitment to Mission**

Candidates must have a strong interest and commitment to the mission of the organization, have a passion for making a difference in our community and the desire to join a developing organization that is working on improving the lives of young people.

#### **Requirements**

Excellent references and background checks required. Previous experience in administrative management and/or support roles required.

#### **Compensation, Hours and Work Environment**

- 5-10 hours per week to start, with possibility for growth
- In-person at Oak Ave office in Davis, but may include some remote
- \$25-\$33 per hour, depending on education and experience
- There are no specific age or educational requirements



**EMERGE Center for Social and Emotional Learning** was founded in 2017 to provide a broad array of social, emotional and psychological services with a primary focus on adolescents and young adults. EMERGE seeks to better engage young people in their own growth process by offering innovative programs and a diverse group of professionals who are skilled and passionate about working with youth.

Our theoretical orientation is integrative, collaborative, relational and youth-focused. Our staff have specialized training in the needs of adolescents, young adults and family systems. Our vision is a world where young people are valued and afforded the resources they need to grow into healthy, strong and happy adults.

#### **APPLY TO EMERGE IF YOU:**

- Want to work with mission-driven colleagues who believe in the power of young people
- Strive for a high level of clinical excellence and innovation
- Are committed to social justice, anti-racism and community development
- Enjoy learning with others and working creatively and collaboratively
- Are in a continual process of personal growth and transformation

#### **TO APPLY**

To apply, please resume and cover letter to Lawrence Shweky, LCSW, Executive Director, at [LawrenceS@EmergeCenter4SEL.org](mailto:LawrenceS@EmergeCenter4SEL.org). Resumes will be reviewed as they come in and you will be contacted within two weeks to inform you of your status in the process. An ample description of the job is included above and information about EMERGE is available on the website, so please keep questions to a minimum.

#### **Diversity, Equity and Inclusion**

EMERGE embraces the inherent value of diversity, equity and inclusion in our clinical approach, in our hiring and in our lives. We welcome and encourage applicants from all orientations, religions, genders, colors, sizes, abilities, cultures, family configurations and political beliefs.

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[www.emergecenter4SEL.org](http://www.emergecenter4SEL.org)

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Emerge Center for Social and Emotional Learning is a 501c3 non-profit (ID 81-5155085)