Job Opportunity: Executive Administrative Assistant (EAA2)

The Tennessee Department of Children's Services (DCS) is the state's public welfare agency, overseeing child protective services, permanency and juvenile justice. DCS protects children who are victims of abuse or neglect and strengthens families through services that focus on family support and preservation. DCS staff responds to over 37,000 reports of child abuse and neglect a year and employees over 4,000 statewide.

Position

DCS seeks a dedicated professional for the position of Executive Administrative Assistant, located within the Office of Child Safety. This is an executive service position that reports to the Executive Director of Child Safety.

Duties & Responsibility

- Project management, monitoring and oversight for initiatives within OCS and strong collaboration with other program areas.
- Responsible for interactions with internal and external partners and requires strong communication and interpersonal skills, advanced writing skills for state and federal reporting requirements and monitoring of grants.
- Must be proficient in Excel, Outlook and PowerPoint.
- In-state travel is required.
- Other duties as assigned by Executive Director of Child Safety.

Education & Experience

A bachelor's degree is required, a master's degree is preferred.

Send Resume to: sheriee.cook@tn.gov

Closing Date: Friday, December 28, 2018

The State of Tennessee is an Equal Opportunity Employer