

Assistant to the Executive Director Job Description

Part Time-15- 20 hours/week

The primary function of this role is to support the Executive Director in achieving the School wide goals. They will manage school-wide operations and district compliance. The ideal candidate enjoys working in a school setting and thrives in a fast paced environment. The ideal candidate is detail oriented and proactive, and has the ability to work independently from concept to completion, as well as to multitask and work to deadlines for a wide variety of projects. The ideal candidate exercises sound judgment and maintains a high level of confidentiality.

REPORTS TO: Executive Director

Duties include, but are not limited to:

- Assist the Executive Director with maintaining financial records and filings
- Assist Executive Director with school budget development
- Assist Executive Director with benefits management
- Assist the Executive Director with tracking staff time off requests
- Keep and maintain files on all important records from the Executive Director's Office
- Deal with vendors for quoting and purchasing, as requested by Executive Director
- Manage purchase orders that have been approved by Executive Director, assign PO #'s as needed and requested by Executive Director
- Maintain strong documentation of systems, procedures, and major projects with the goal of centralizing institutional knowledge
- Support documentation and accounting of grants and school reports
- Own and manage the Executive Director's calendar, ensuring time is allocated in accordance with organizational priorities
- Expand the Executive Director's capacity by ensuring advance preparation and diligent follow-up for all meetings, internally and externally
- Provide general administrative support to the Executive Director including scheduling and travel, managing expenses and other duties as required
- Additional Responsibilities Other responsibilities as assigned by the Executive Director
- Candidate agrees to submit to a Criminal Background Records and Fingerprinting Check and a physical.

Candidates for this position will have:

- A minimum of an Associates Degree in Business, Human Resources or related field from an accredited college or university given preference.
- Minimum of 2-5 years' experience working in administrative or operations field
- Experience utilizing record keeping, data entry, and spreadsheets
- Proficient in MS Word, Excel, PowerPoint, Outlook and Google
- Good interpersonal skills working with adults and children