**Principle Duties and Responsibilities:** The primary responsibility of the Executive Assistant is to provide administrative support to the Executive Director as well as selected office management needs. Must be experienced in managing a wide variety of administrative and executive leadership tasks with the ability to work independently with little or no supervision. Must be very organized and flexible, while maintaining a high level of professionalism and confidentiality. Exceptional written and verbal communication skills, strong decision-making ability, and attention to detail are equally important.

**Administrative Support to the Executive Director**
- Manages the Executive Director’s calendar to include scheduling appointments. Sends and confirms invitations to meeting participants.
- Proactively prepares all materials and information needed by the Executive Director for each meeting, project and task.
- Drafts all follow-up correspondence to meetings and conversations by the Executive Director to various stakeholders.
- Maintains an organized interoffice shared calendar.
- Prioritizes all incoming information, requests and correspondence to proactively support the Executive Director such as managing correspondence with staff, board members and stakeholders. Screens and directs telephone calls for the Executive Director and takes accurate messages.
- Prepares correspondence and documentation per instruction such as letters, reports, and emails.
- Manages and sends all materials, such as meeting packages and reports for Board meetings, retreats and orientations as well as Finance Committee meetings; Coordinates and manages plans for meetings not held onsite.
- Coordinates internal and external meetings including space reservations and delivery and set-up of catering.
- Makes travel arrangements for meetings and trainings to include airline, transportation and hotel reservations.
- Acts as liaison to the Kids in Need Foundation to perform annual Resource Center audits and other needs.

**Office Management**
- Maintains office equipment to ensure consistent proper working order. Coordinates regular maintenance and service.
- Negotiates service contracts and office equipment purchases.
- Schedules and oversees service calls for the facility as needed.
- Files and manages insurance claims as needed.
- Maintains letterhead and general office supplies. Places supply orders upon request as outlined in the annual budget.
- Schedules and/or gathers information to make monthly updates to organizational Scorecard.
- Maintains control and use of the agency credit card and provides receipts of use to Finance Coordinator for reconciliation.
- Distributes mail to intended recipients. Opens all general agency mail. Presents invoices to Executive Director for approval.
- Manages quarterly accounts receivables and invoicing processes.

**Team Support**
- Coordinates Personnel and Benefits Administration
  - Participates in the onboarding of new employees by directing benefits enrollment and other internal processes.
  - Enrolls eligible employees in benefits programs as well as retirement plan; maintains records for plan enrollment.
  - Provides periodic updates and responds to staff questions regarding employee benefits.
  - Makes annual recommendations to Executive Director regarding benefits packages
  - Complies with all audit requests by benefits and insurance vendors
  - Makes and communicates updates to the Employee Handbook as directed by the Executive Director
- Plans staff outings to include delivery and set-up of catering, room and other reservations

**Other Duties**
- As assigned to include management and coordination of an office move for potential new facility

**Education and Experience Requirements:** The ideal candidate will have a minimum of 3 years’ experience. An Associate’s degree is or equivalent experience is preferred. Must have expert PC skills in Microsoft Office (Word, Excel, PowerPoint and Outlook). Requires a high level of tact and integrity due to the level and frequency of external contacts and regular exposure to confidential data. May need to function as a Notary Public.

**Core Competencies Requirements:**
- Demonstrated excellence in organizational and communication skills—both written and oral.
- Demonstrated ability to be discreet and to safeguard confidential information
- Possess integrity and compliance—can be trusted to act ethically in all circumstances
- Ability to work effectively as a team member; building and maintaining relationships and fostering collaboration with all
- Ability to manage time as a resource; establish realistic priorities, schedules activities effectively while executing and managing projects in a fast-paced environment
- Willingness to work in small team environment and take on other duties when needed.
- Customer service focused with the ability to tactfully and skillfully handle diverse groups of people

Classroom Central is an equal opportunity employer.