

Executive Assistant & Office Coordinator - Learn to Earn Dayton

Learn to Earn Dayton's vision is that all learners and their families in our region can thrive - regardless of race, gender or zip code. Our mission is to collaborate with cross-sector leaders to ensure all learners in the Dayton region have the resources and opportunities to earn a family sustaining income. Our big goal is that 60-percent of working-age adults in Montgomery County will have a college degree or high-quality postsecondary credential.

POSITION SUMMARY

The Executive Assistant & Office Coordinator is responsible for providing strategic support to improve the productivity of the CEO and Directors.

COMPENSATION \$50,000-\$60,000/year plus benefits

REPORTS TO: CEO POSITION TYPE: Full time LOCATION: Dayton, Ohio

ESSENTIAL FUNCTIONS

The following duties are representative of performance expectations. A reasonable accommodation may be made to enable a qualified individual with a disability to perform essential functions.

- 1. Manage communication and the calendar for the CEO.**
 - a. Identify priorities that need to be addressed by the CEO and ensure other items are addressed by the appropriate team members; provide excellent customer service and ensure timely communication with internal and external partners.
 - b. Manage the calendar and schedule meetings for the CEO.
 - c. Manage and prepare for special events/meetings for the CEO.
 - d. Provide general administrative support to the CEO.
- 2. Support day-to-day operational functions for the Learn to Earn Dayton organization.**
 - a. Manage physical office needs and purchase furniture, equipment, and supplies as needed; order stationery and correspondence materials.
 - b. Manage and organize office procedures and administrative systems to ensure efficient and productive operations.
 - c. Support onboarding of new Learn to Earn Dayton staff.
 - d. Serve as a face of Learn to Earn Dayton with visitors; provide excellent customer-service.
 - e. Manage special projects to support the Learn to Earn Dayton mission as requested.
- 3. Manage financial documentation processes.**
 - a. Improve and manage processes related to check requests, credit card documentation, contract approvals, etc.
 - b. Prepare check requests and documentation
 - c. Assist with the Audit and funder reporting requirements.
- 4. Manage and support the Learn to Earn Dayton Board of Directors.**
 - a. Manage the Learn to Earn Dayton Board meeting calendar by securing board meeting dates and locations, communicating the board meeting dates publicly, understanding sunshine law requirements, and communicating with board members and the public about the meetings by posting agendas/minutes from previous meetings on the website.
 - b. Prepare board meeting agendas, presentations, and minutes; ensure board meetings are run efficiently, and with appropriate documentation.

5. Contribute to the Learn to Earn Dayton staff team and build a positive work environment.

- a. Work with other Learn to Earn Dayton staff team members to build a friendly, supportive, healthy, high-functioning team.

REQUIRED EDUCATION AND EXPERIENCE

- High School diploma
- At least 5 years of administrative experience
- Experience using databases to manage information
- Experience working in an education or non-profit organization
- Experience supporting a Senior Executive/Leader

COMPETENCIES REQUIRED

- Ability to implement and manage multiple projects at one time
- High level of competency with Microsoft Office programs (e.g., Excel, PowerPoint) and Google software, including email and calendars
- Ability to manage and use databases
- Ability to express ideas effectively using verbal, nonverbal and writing skills
- Ability to make critical judgements and perform complex tasks independently
- Ability to organize and manage time effectively
- Attention to detail and accuracy
- Ability to intervene and avert problem situations and resolve conflicts
- Strong interpersonal skills and customer-service orientation
- Ability to work with teams

PHYSICAL DEMANDS OF THE POSITION

- Ability to travel to meetings and work assignments
- Ability to maintain an acceptable attendance record and be punctual
- Ability to meet all mandated health requirements (e.g., negative tuberculosis test, etc.)

TYPICAL WORK HOURS AND TRAVEL

- Standard Monday-Friday work days, with occasional weekend and evening work
- Minimal to no travel required

WORKING CONDITIONS

Exposure to the following conditions may range from remote to frequent based on circumstances and factors that may not be predictable.

- Potential for exposure to blood borne pathogens and communicable diseases
- Interaction with disruptive, unruly, and/or menacing individuals
- Duties may require operating and/or riding in a vehicle
- Duties may require extended time using a computer terminal and keyboard
- Duties may require considerable telephone contact and paperwork
- Duties may require working under time constraints to meet deadlines

TO APPLY

Please email your cover letter & resume with "EXECUTIVE ASSISTANT & OFFICE COORDINATOR" in the subject line to Stacy Schweikhart stacy.schweikhart@learntoearnadayton.org. No phone calls please.

Learn to Earn Dayton is an equal opportunity employer offering employment without regard to race, color, religion, sex, national origin, age, or disability. This job description does not imply that these are the only duties and responsibilities to be performed. This job description is subject to change in response to funding variables, emerging technologies, improved operating procedures, productivity factors, and unforeseen events.