

Position Description: E3 Alliance Administrative Assistant

Classification: Full Time

Direct Supervisor(s): Senior Director of Community Solutions & Senior Director of Impact

E3 Alliance is looking for a full-time administrative assistant to support the Collective Impact Team, including 5 staff and several contractors. This role must be experienced in using common office productivity applications including Microsoft Outlook Email and Calendar, Excel, Word, PowerPoint, Office 365 and Google Drive or similar applications. He/she must be adaptable and able to work in a fast-paced environment where staff may be working in one of two offices or remotely offsite. He/she must be able to work with a sense of urgency and teamwork on a wide variety of activities in support of the Collective Impact team and E3 Alliance. He/she must be able to take direction, work independently and be resourceful in learning new things, performing job responsibilities and problem-solving. This role will dual-report to the Senior Director of Community Solutions and the Senior Director of Impact and will work closely with the E3 Alliance Administrative Director and other staff.

Primary Duties and Responsibilities

This role will perform wide range of duties including, but not limited to, the following:

1. Organizes and maintains schedules, calendars, and appointments for Collective Impact Team Leaders which may include meetings, events and arrangements associated with such, including preparing agendas, minutes, equipment, location, information packets and follow up action items.
2. Provides administrative support to Collective Impact Team including, but not limited to: arranging team meetings, conference calls, scheduling meetings/coordinating calendars among multiple staff members, reserving rooms required for meetings, coordination with ACC copy center, printing/assembling documents for meetings, purchasing and organizing supplies, meeting notes and distribution.
3. Coordinates meeting activities involving external participants and the detailed arrangements associated with such, including, but not limited to: scheduling meeting facilities/rooms, sending timely reminders and collecting responses from participants, preparing agendas, slides, and handouts. Responsible for meeting preparation and room set up and break down, and taking notes.
4. Makes travel arrangements for out of town staff travel.
5. Assist with events, including registration, event set up and break down and other tasks as needed.
6. Manages grant documents, contracts, MOU's and reports including entering information, documents, and reports into the donor management system. Ensures visibility to due dates for reports using staff calendars and other reminders.
7. Performs complex computer activities including word processing, spreadsheet processing, visual and graphic presentations, and data entry into various E3 applications.

8. Gathers and compiles data, producing specialized reports and documents needed by the Collective Impact Team, e.g. district matrices, projects, maintains files, records, logs, and other tracking systems as needed.
9. Works with the Administrative Director to maintain office supplies. Independently monitors supplies levels, prepares and fulfills orders and stocks office supplies cabinets. Processes special orders from staff.
10. Follows established processes for maintaining files on a secure network, logs and other tracking systems for a variety of information, projects and events.
11. Maintains purchasing records, including invoices and receipts. Completes Credit Card Reconciliation Reports, and assists Collective Impact team with monthly expense reports.
12. Other duties as assigned.

Performance Expectations and Review

Performance reviews will be conducted annually. Areas of evaluation may include but will not be limited to:

- Success in carrying out duties as required by above job description
- Initiative in taking on new responsibilities
- Willingness to work as a strong team member
- Ability to take guidance and supervision
- Alignment with E3 Alliance Core Values and “Best At’s”
- Compliance with E3 Alliance Policies and Procedures

Minimum Qualifications:

- Exceptional organizational skills and attention to detail
- Ability to organize and coordinate calendars and schedules for a variety of internal and external meetings and events
- Excellent written and oral communication skills
- Cultural fit and alignment with E3’s Core Values
- Ability to take direction and complete tasks independently
- Proven ability to be a strong team member, contribute to a positive work environment and work collaboratively to achieve individual, team and organization objectives
- High proficiency in Microsoft Office Suite: Outlook, Excel, PowerPoint, Word; Office 365, Google Drive

Preferred Qualifications:

- Experience supporting a senior leader
- Strong collaboration skills with internal and external stakeholders
- Demonstrated interest or experience in improving educational outcomes for students
- Experience working in a school, school district or college/university

- Experience with DonorPerfect or other Donor/Customer Relationship Management application
- Work experience in a fast-paced, mission-driven work environment
- Bilingual is a plus