



## Administrative Assistant | Job Description

### Position

Job Title:	Administrative Assistant
Department:	Building Our Future
Reports To:	Director of Operations
FTE/PT:	0.5% FTE
Date Approved/Revised:	November 2017

### Core Values

Building Our Future is a broad-based, community collaboration that aims to improve educational outcomes for every child in Kenosha, in every school, cradle to career. Using a data-driven process that focuses resources on high-impact strategies, Building Our Future will begin to move the needle on what works for kids, and better position our children and our community for a successful future.

### General Summary

The Administrative Assistant – Part Time is responsible for providing administrative support to the Building Our Future partnership to assist with and facilitate progress towards Building Our Future goals. The incumbent will perform daily clerical work and support assigned staff with department projects, data management, and other general office duties. In addition, this position provides logistical assistance for various meetings and events.

The ideal candidate is experienced in handling a wide range of administrative and director support related tasks and is able to work independently with minimal supervision. This person must be exceedingly well-organized, flexible and able to uphold the mission and values of Building Our Future in every aspect of the work.

The ability to maintain a high level of professionalism and confidentiality while interacting with internal and external stakeholders while remaining adaptable, proactive, resourceful, and efficient is crucial to this role.

### Essential Duties & Responsibilities

- Provides administrative support to assigned team members, which include scheduling, meeting coordination, material preparation, data entry, making travel arrangements, processing expense reporting, and other general administrative tasks.
- Schedules a wide variety of activities (e.g. appointments, meetings, travel reservations/accommodations, facility usage, etc.) for internal customers as well as external stakeholders and groups.
- Identifies scheduling conflicts and provides regular scheduling updates to the team during weekly team meetings.
- Manages Outlook calendar appointments for the Director and team, including invitations for all Collaborative Action Networks, Leadership Table, Executive Committee, Data Team, and Communication Team.
- Coordinates meeting and event registration and logistics, which includes securing space, arranging for food refreshments, preparing materials, and confirming participant reservations and attendance.
- Prepares a variety of documents (e.g. correspondence, agendas, minutes, event programs, reports, etc.) to communicate information and/or create documentation in paper and/or electronic format. Uploads all documents in the Google folder and manages organization of the folder.
- Maintains up-to-date records, which includes files, contacts lists, and database entries (e.g. CRM)

- Participates in event planning as required.
- Provides support in managing Building Our Future's social media posts on various platforms as assigned.
- Answers and directs phone calls; prepares mailings and packages for delivery.
- Provides general support to visitors.

### **Non-Essential Duties**

- Assists with organizational and community events, up to and including set up, tear down, and other clerical duties as needed.

### **Job Specifications**

To perform this job successfully, an individual must be able to carry out each essential duty in a satisfactory manner. The job specifications listed below are representative of the education and experience as well as the knowledge, skill and/or ability (KSAs) required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

#### Education & Experience

- A high school diploma, GED, or HSED with some advance training or education in administrative functions required; an Associate's Degree or higher and previous experience working in a fast-paced environment preferred.
- Three (3) or more years of experience in administrative roles required; customer service experience preferred.
- Willingness to accommodate requests for support outside of regular business hours on occasion, with appropriate notice.
- Background, health screening, and mandatory drug test are required for this position. Successful completion.

#### Knowledge, Skills & Abilities

- Ability to support the mission, vision, and values of Building Our Future and abide by applicable standards of conduct, policies, and procedures.
- Ability to interact effectively with people from diverse backgrounds.
- Ability to communicate effectively, verbally and in writing.
- Ability to problem-solve issues.
- Proficient in Microsoft Office Suite applications (i.e., Word, Excel, PowerPoint, Outlook specifically), and database uses.
- Must be honest, dependable, and able to meet deadlines.
- Must be organized and able to handle multiple tasks.
- Self-motivated and able to work independently.

#### Certifications, Licenses, Registrations

- N/A

### **Physical Requirements**

- Sitting most of the time with some bending and reaching.
- Standing, walking, and bending periodically.
- Engaging in repetitive movements of wrists, hands, and fingers – typing and/or writing.
- Working frequently at close visual range (i.e. preparing and analyzing data and figures, transcription, computer terminal, extensive reading).
- Receiving and responding to oral communication.
- Exerting up to 20 - 40 pounds of force occasionally and/or negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects.

### **Work Environment**

- Work is general performed in an office environment
  - Office space is an open-concept environment (no offices).

- Moderate noise (examples: business office with computers and printers, light traffic, human voices).
- Standard office equipment generally used, including:
  - Telephone
  - Personal Computer (keyboard and mouse)
  - Printer
  - Photocopy Machine

### **Work Schedule & Travel Requirements**

- Office hours range from 8:00 am – 5:00 PM. Employees are required to be available and engaged in work-related activities during the core working hours.
- May be required to attend events or meetings outside of normal work hours.

### **Application Procedure**

Please submit a cover letter and resume, including 3 professional references, to Tatjana Bicanin ([tbicanin@buildingourfuturekc.org](mailto:tbicanin@buildingourfuturekc.org)) before Friday, December 8<sup>th</sup>. Refer to [www.buildingourfuturekc.org](http://www.buildingourfuturekc.org) for more information.