



990 Spring Garden St, Suite 601  
Philadelphia, PA 19123

## Executive Administrator/Office Manager

### Job Description

#### Organization Summary

EducationWorks engages children and young people by providing high quality educational programs that make the school day whole and reengage disconnected young adults to education and career readiness. Recognizing that each child has unique needs, our staff works directly with community and school leaders to identify challenges and create customized programs that will have the greatest impact. From in-school programs to out-of-school time and AmeriCorps service, youth from six years to adulthood are positively impacted by EducationWorks programming. ***EducationWorks creates Opportunities for Learning and Skills for Life.***

#### Position Summary

The Executive Administrator/Office Manager is responsible for supporting the Executive team and managing daily office operations, presenting a welcoming culture and environment to all staff, stakeholders, and guests. The Executive Administrator/Office Manager manages administrative functions stationed at the front desk, while providing phone coverage, pickup and distribution of mail, filing, faxing, creating and maintaining automated correspondence and data files, and other advanced administrative duties. The Executive Administrator/Office Manager reports to the President and Chief Executive Officer.

#### Duties and Responsibilities

- Manages and coordinates schedules, emails, and voicemails
- Responds to inquiries, provides direction, and screens callers to ensure timely response and/or resolution
- Greets and directs visitors to their appropriate location
- Provides email updates to the entire EW community
- Proofreading
- Maintains office security system
- Issues and delegates security levels and access for approved staff
- Prepares and submits invoices for payment and monthly credit card reconciliations
- Assists with departmental purchases, orders, etc.
- Creates daily email news blast for the entire EW community
- Board Meeting preparation and notetaker
- Creates and maintains databases, PowerPoint presentations, word documents, etc.
- Manage EW's office supplies
- Manage EW's contractor and vendor relationships
- Oversees mail shipments and delivery systems



- Maintains automated conference room scheduler and coordinates meetings and meeting space reservations as needed
- Maintains a positive and welcoming environment for parents, visitors, coworkers, and students
- Assists with event planning and coordination
- Facilitates and coordinates meetings, record keeping, and follow-up
- Other special projects, advanced and general administrative duties as assigned

### **Qualifications**

- Ability to relate to a diverse population of students and parents a must
- Advanced computer skills specifically, Microsoft Office: Outlook, Word, Excel and PowerPoint
- Ability to learn new programs/software quickly
- Proven experience multi-tasking, organizing, and prioritizing work
- Ability to handle requests and inquires and respond within a timely manner
- High attention to detail
- Perform duties with a high degree of professionalism and positive energy
- Experience working with families from diverse ethnic and socioeconomic backgrounds preferred

### **Education and Experience**

- Some College Credits required, Bachelor Degree preferred
- Three to five years executive /advanced administrative assistant experience is preferred
- Experience working in an urban education setting, preferred

### **Physical Requirements**

Ability to physically perform the duties required and to work in the environmental conditions required such as

- Traveling to schools – valid driver’s license and/or access to transportation when necessary
- Maneuvering in an office space-reaching file cabinets, filing, faxing, scanning, coping, typing, mailing, and making phone calls
- Standing, walking, sitting for long periods of time, speaking loudly and clearly, seeing and hearing things both near and far away, stooping, kneeling, fine finger and hand manipulation in use of a computer, chalkboard, dry erase board or projector
- Must be able to lift up to 20 lbs

### **Application Instructions**

Email resume and cover letter to [applications@educationworks.org](mailto:applications@educationworks.org)

