



## **Position:**

Executive Assistant to the CEO and leadership team:

- Responsible for opening mail and recording of all financial transactions such as donations, purchases and payments for the accounting vendor.
- Maintain staff attendance and fringe benefits for submission to the payroll vendor.
- Maintain donor database and acknowledge all donations/contributions.
- Manage the agency's confidential records as related to personnel and finances.
- Maintain Board of Directors files and forms, including Board Commitment form, Statement of Confidentiality and Conflict of Interest, etc.)
- Assist with the preparation for Board of Director's meetings, including ordering lunch.
- Responsible for purchasing office supplies and equipment with CEO's approval.
- Produce all administrative correspondence for the CEO and leadership team.
- Provide backup for the front office and general administrative support.
- Other duties as assigned.

## **Position Qualifications:**

Must have 3+ years of experience as an administrative assistant. Proficiency in Microsoft Word, Excel, and PowerPoint required. **Must be highly organized, possess strong initiative and critical thinking skills. Precise attention to detail and deadlines is also required.** The ability to communicate effectively with a diverse group is highly desirable. Associate degree preferred. Previous nonprofit experience is a plus.

## **Position Requirements:**

The position is 12 months, 37.5 hours a week.

## **Position Benefits:**

Street School pays for health and dental insurance, teacher's retirement plan, vacation, and sick.

*Street School is an equal opportunity employer.*