



JOB DESCRIPTION

TITLE: Executive Assistant
TYPE: Full-time (35 hours/week)
REPORTS TO: Executive Director

ORGANIZATION BACKGROUND

SBDP is a regional non-profit organization. SBDP's mission is to ensure that children ages birth to 8 are physical, intellectually, and emotionally ready for success in school.

PRINCIPAL RESPONSIBILITIES

- Answer the phone in a professional and courteous manner. Ensure phone coverage when away from the office. Update voicemail greeting in accordance with office closures and staff changes.
- Open and date stamp mail; process appropriately
- Provide day to day administrative support to Executive Director and the Director of Operations
- Maintain calendars (ED, shared Team Calendar, Plan of Work), draft correspondence, file, and make travel arrangements
- Order office supplies as needed and keep supply closet organized
- Order copy supplies as needed and keep copy room neat
- Assist with quarterly board meeting preparation, to include copying and collating materials; ensuring name tags and tents for all meeting attendees; tracking responses; making calls to reach quorum; ordering lunches; preparing annual board binders
- Assist with coordination of special events, including invitations, tracking responses, logistics and materials preparation
- Administer relationships with vendors for office phones, copiers, postage machine, teleconferencing, facility repairs, cleaning and office supplies
- Assist with finance as needed, to include creating AP and vendor files; filing check backup twice a month; archiving financial records; generating donor acknowledgement letters; maintaining donor records; pulling documentation for annual audit
- Coordinate facilities maintenance, to include setting recycling container out on first and third Thursday of each month; emptying shred bin; running dishwasher, etc.
- Run errands as needed (bank deposits, etc.)
- Install postage machine software updates and rate changes. Add postage as needed/approved.
- Run monthly copier and postage reports
- Maintain SBDP inventory list of all property valued at over \$500
- Process honorariums, memorials and other donations

EXPERIENCE

The ideal candidate will have:

- Excellent interpersonal, written, and verbal communication skills
- Ability to manage multiple projects and stay on task with minimal guidance or oversight
- Strong organizational and planning skills
- Professional, courteous customer service skills; a pleasant, polished, can-do attitude
- Strong track record of experience in administrative, office and/or project management

PREFERRED QUALIFICATIONS

- Two or four year degree in Business or related field
- Proficiency in Microsoft Word, Excel, PowerPoint, Outlook, and ability to troubleshoot technology issues
- Type 50+ words a minute
- Must be able to lift a minimum of 35 pounds
- Must have a valid VA driver's license and insured vehicle
- A minimum of three years' experience in a similar position

Please send a resume and cover letter to info@SmartBeginningsDP.org by Friday, Feb. 8. No calls please.

SBDP is an equal opportunity employer and maintains a drug free workplace.