

Administrative Assistant:

Flint Center for Educational Excellence

Exemption Status: Full-time, Exempt—Salaried (grant-funded position)

Position Summary

The Administrative Assistant supports the Flint Center for Educational Excellence's (the Center) mission of building a community that works for all Flint kids by ensuring efficiency and effectiveness in the Center's day-to-day operations and staff and visitor experience. As the frontline staff person for the organization, the Administrative Assistant serves as a well-rounded, collaborative problem-solver who embodies the Center's values of collaboration and inclusion. Reporting to the Operations Manager, the Administrative Assistant will play an essential role in organizing, project management, and supporting the Center's senior leadership team and office.

About the Flint Center for Educational Excellence

The Community Foundation of Greater Flint currently serves as fiscal sponsor for the Flint Center for Educational Excellence and will lead the pilot phase of its work until it becomes an independent entity. As a result, the workplace culture will be that of a dynamic start-up organization with team members proactively establishing systems and processes to support the Center's growth and development as a high-performing organization.

Major Responsibilities & Key Tasks

- Coordinate with the Operations Manager to prioritize workflows and address the needs of the senior leadership team
- Answer incoming phone calls and provide assistance or forward to the appropriate staff member
- Respond to and/or forward incoming emails or referrals
- Review and maintain written and computer files; conduct data entry as needed
- Conduct product and vendor research
- Assist with budget activities, including billing
- Help develop and implement procedures, methods, and systems
- Assist in researching cost-benefits and comparisons into new operational expenses or projects
- Assist the Operations Manager senior leadership team with special administrative projects, such as printing and assembling binders, mass mailings, procurement, etc.;
- Coordinate and schedule trainings and events as needed
- Work closely with the Operations Manager and senior leadership team on event planning and logistics coordination
- Assist with follow-up, referrals, and scheduling
- Communicate with staff about information or documents needed
- Work closely with the Operations Manager to ensure expenses are reconciled promptly
- Develop and send invoices to clients of fee-based services
- Maintain office and support supplies

- Draft correspondences and message

Minimum Qualifications

- High school diploma.
- Some college experience is preferred.
- CPR & First Aid certifications, or ability to certify upon hire;
- Ability to effectively interact and collaborate with educators, parents, and Flint kids;
- Satisfactory criminal background check and unprofessional conduct check

Required Skills & Abilities

- Strong organizational, communication, and interpersonal skills

Compensation & Benefits

- Starting salary range: \$32,500-\$42,500 per year based on education and experience
- Competitive benefits package including 401(k), health, vision, and dental benefits