

DATE:	February 2, 2023	FLSA:	NON-EXEMPT
REPORTS TO:	Finance and Operations Administrator	STATUS:	PART TIME (NTE 34 hrs/week)
DEPARTMENT:	ADMINISTRATION	SALARY RANGE:	\$25/hr

JOB SUMMARY

Performs administrative support tasks and duties to keep the office organized and running smoothly. Sorts mail, organizes files, prepares documents/business forms, schedules appointments, receives guests and deliveries at the front office. Oversees the facility and manages meeting room schedules. Manages existing documents, writes copy, and proofreads. Provides logistical and administrative support for Board of Directors and Committee meetings. Provides critical administrative support to the Executive Director and Deputy Director in tasks associated with donor development and communication.

ESSENTIAL ACCOUNTABILITIES & RESPONSIBILITIES

1. Supports functions of the front office, client reception and maintains office common areas. Handles incoming calls and other communications; greets and directs visitors; schedules use of conference room; maintains office calendar.
2. Works closely with Finance and Operations Administrator to support any facilities management needs. This may include serving as a liaison between SBVP and property manager and external IT services; receiving, investigating, and responding to building-environment questions and concerns; monitoring lease agreement requirements for compliance.
3. Manages systems used for filing, file retention, furnishings/equipment inventory and customer relations database.
4. Assures plan for office to be open 9 a.m. to 5 p.m. daily.
5. Receives and distributes incoming mail and purchases; arranges any needed mail services.
6. Orders office and housekeeping supplies from approved vendors and assists with program orders as requested. Schedules office cleaning and maintains supply inventory.
7. Maintains office equipment and coordinates servicing.
8. Manages the office of the Executive Director (ED) by scheduling meetings and presentations, arranging travel and coordinating meeting logistics. Works collaboratively with other staff, committee chairs and board members in gathering information needed for external/internal meetings and reports.
9. Provides executive support in managing high level relationships with members of the Board of Directors, individual donors, organizational funders, and early childhood partner relationships. Maintains Board member databases and ensures data is accurate and up to date.
10. Schedules Board and Committee meetings and assists in preparing agendas, minutes and supporting materials. Serves as recording secretary for meetings. Transcribes minutes from recordings.
11. Works with senior staff to schedule meetings and coordinate logistics; may arrange travel and accommodations.
12. Other Duties, as assigned. Please note this job description is not designed to cover or contain a comprehensive listing of all activities, duties or responsibilities that are required of this position. Duties, responsibilities, and activities may change at any time with or without notice.

OFFICE MANAGER/EXECUTIVE ASSISTANT

DIRECT REPORTS: This position may supervise front office volunteers or interns from time to time.

TRAVEL: Possible occasional local or regional travel for meetings if held in-person

QUALIFICATION AND COMPETENCIES

Required:

- High school diploma or GED required AND a minimum of one-year related experience.
- Fully proficient in Microsoft Office applications (Outlook, Word, Excel, Power Point, Teams).

Preferred:

- Higher Education degree in related field
- Experience with Constant Contact or other mass-communication software, and other web-based platforms, as well as Zoom or other video conferencing software.
- Experience in Non-Profit office management and/or supporting an executive-level position.

COMPETENCIES:

- Strong communication skills
- Ability to write clearly (business correspondence, reports and presentations)
- Strong organizational skills – to categorize and maintain computer files and paper files and retrieve documents quickly
- Exceptional interpersonal skills and experience in engaging with stakeholders at all levels.
- Aptitude for learning new technology platforms
- Exceptional administrative skills, and ability to shift priorities and manage time effectively, managing multiple tasks with changing deadlines and using good judgment
- Ability to preserve confidentiality of information and exercise discretion
- Working knowledge of education, health and/or community services on the Virginia Peninsula, Middle Peninsula and Northern Neck
- Ability to work well under limited supervision while keeping the Finance and Operations Administrator and Executive Director apprised of unusual situations
- Valid Driver's License and car insurance

ESTIMATED ON-THE-JOB TRAINING TIME: Up to 3 months. A work plan will be co-developed for each stage of success. A professional development plan will be developed for the 3 to 6 months, and then annually with regular check-ins with the Finance and Operations Administrator.

WORK ENVIRONMENT: This job operates in a professional office environment. This role routinely uses standard office equipment and requires lifting of boxes, furniture, etc. up to 25 lbs.

PHYSICAL DEMANDS: The physical demands described here are representative of those that must be met by an employee to be successful in performing daily responsibilities of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the daily responsibilities.

EEO STATEMENT: SBVP provides equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, religion, sex, national origin, age, disability or genetics.

TO APPLY: SEND RESUME AND COVER LETTER TO JOBS@SMARTBEGINNINGSVP.ORG