



Job Title	Administrative Assistant	Reports To	Chief of Staff
Status	Full-Time	Pay Type	Hourly
Pay Grade	7	Hourly Range	\$19.50 - \$26.30
Reference Rate	\$21.21/hour		

Position Summary

The Administrative Assistant provides high-level administrative and operational support to the Chief of Staff, CEO, management team, Board activities, and general office operations. The role supports executive scheduling, meeting coordination, office administration, employee onboarding and offboarding logistics, training and event logistics, training records, and selected fiscal and asset-management processes.

The position requires strong organization, professionalism, discretion, attention to detail, proficiency with Excel, and the ability to manage multiple priorities while maintaining confidentiality.

KEY RESPONSIBILITIES

Executive, Board & Office Support

- Manage scheduling and calendar coordination for the CEO and assist the Chief of Staff and management team with meetings, correspondence, documents, and administrative follow-up.
- Coordinate internal and external meetings, including Board and committee meetings; prepare and distribute agendas, meeting materials, presentations, and minutes as requested.
- Maintain office supplies, administrative files, organizational calendars, directories, meeting spaces, and routine facility and equipment requests.
- Prepare correspondence, forms, spreadsheets, reports, presentations, and other administrative documents.

Employee Onboarding & Offboarding

- Coordinate onboarding and offboarding logistics, including orientation scheduling, workspace and equipment setup, access requests, required paperwork, and return of organizational property.
- Coordinate administrative onboarding and offboarding activities with the Chief of Staff, external HR consultant, IT support, and other appropriate staff.

Training & Event Logistics

- Provide scheduling, registration, communication, materials, attendance, and acknowledgment support for staff training and organizational events.
- Support logistics for the Cross-Program Shadowing Initiative, Program Leadership Training Initiative, ECE Conference planning, and other staff-development activities.
- Maintain training records and track staff attendance, acknowledgments, and completion to support annual staff-development planning and compliance needs.

Fiscal & Asset Support

- Assist fiscal staff with monthly credit-card reconciliation by organizing receipts and supporting documentation, preparing Excel-based reconciliation files, and following up on missing documentation as directed.
- Assist with updating, maintaining, and reconciling the organization's annual fixed-asset list and related administrative records.
- Assist fiscal staff with collecting and maintaining routine payroll and benefits documentation and refer employee payroll or benefits questions to appropriate staff.

Records, Communications & General Support

- Distribute employee announcements and routine organizational communications and assist with employee meetings, activities, and events.



- Maintain designated employee and administrative records and coordinate routine HR-related administrative activities with the Chief of Staff and external HR consultant.
- Maintain confidentiality of employee, payroll, Board, executive, fiscal, and organizational information.
- Perform other administrative duties and special projects as assigned.

Role Boundaries: The Administrative Assistant provides administrative support and does not independently administer payroll or benefits, make compensation decisions, manage employee relations, interpret HR policy, approve financial transactions, or exercise independent accounting authority.

Qualifications

Required

- High school diploma or equivalent.
- At least two years of administrative, office, executive, or related support experience.
- Strong organizational, written and verbal communication, time-management, customer-service, and follow-through skills.
- Ability to manage multiple priorities and handle confidential information appropriately.
- Proficiency with Microsoft Office and/or Google Workspace, including strong working knowledge of Microsoft Excel for tracking, reconciliation support, lists, and routine reporting.

Preferred

- Associate degree or additional education in business, office administration, accounting support, or a related field.
- Three or more years of progressively responsible administrative experience.
- Experience supporting senior management and/or a Board of Directors.
- Experience with employee onboarding/offboarding, training coordination, event logistics, credit-card reconciliation support, or fixed-asset records.

Compensation

This position is assigned to Pay Grade 7, with an hourly range of \$19.50-\$26.30 and a reference rate of \$21.21 per hour. Placement within the range will consider relevant experience, qualifications, internal equity, and organizational compensation practices.