

Administrative Assistant Job Description

POSITION OVERVIEW:

The Administrative Assistant serves as the Executive Director's primary point of contact, providing vital support to ensure smooth day-to-day operations of CEOs of Tomorrow. This role is ideal for someone who excels in managing a variety of tasks and enjoys working in a youth-focused environment. The successful candidate will possess excellent written and verbal communication skills, strong organizational abilities, and the capacity to handle sensitive information with discretion.

Are you detail-oriented, highly adaptable, and eager to contribute to a dynamic team? Join us as we work together to help youth in grades 4-12 unlock their entrepreneurial gifts and use them to make the world a better place for themselves and others.

JOB RESPONSIBILITIES INCLUDE:

- Provide comprehensive administrative support to the Executive Director and staff to ensure efficient daily operations.
- Manage and maintain the Executive Director's calendar, coordinating appointments and schedules.
- Screen and direct incoming calls and visitors, prioritizing inquiries and providing appropriate referrals or information.
- Draft, edit, and format communications, including correspondence, reports, website content, and memos.
- Organize and maintain electronic filing systems, records, and data management to ensure accuracy and accessibility.
- Create, update, and verify the accuracy of records and documentation.
- Coordinate events and prepare program materials in collaboration with staff, as needed.
- Compile, organize, and prepare confidential and sensitive documents for review and use.
- Assist in establishing, revising, and maintaining office and program procedures and policies.
- Support event planning and logistics, working closely with the Executive Director and team.
- Handle incoming and outgoing mail, ensuring timely and accurate distribution.
- Manage office and program supply inventory, placing orders as necessary.
- Attend and support all major youth program events and the organization's fundraising event.
- Cultivate and maintain positive and collaborative relationships with participating youth and families, community partners, education organizations, partnering businesses, funders, and others to further enhance program offerings and youth support systems.
- Perform other related tasks as assigned to support the organization's mission and operations.

QUALIFICATIONS:

- Minimum of 2+ years of administrative or related work experience.
- Proven ability to work independently with minimal supervision, demonstrating excellent time management and organizational skills.
- Strong interpersonal skills, with the ability to take initiative, multitask, work collaboratively as part of a team, and adapt to shifting priorities.
- Exceptional verbal and written communication skills.
- Meticulous attention to detail with a strong commitment to accuracy in all tasks.
- Proficient in Google Suite (Drive, Docs, Sheets, Slides, Gmail, and Calendar), with a willingness to learn new tools as needed.
- Positive, professional, and friendly demeanor with a customer-service mindset.
- Ability to handle confidential and sensitive information with discretion and integrity.
- Familiarity with basic event coordination and project management is a plus.
- Experience managing and maintaining electronic records or filing systems is preferred.
- Commitment to fostering equity, social justice, and professional growth.
- Must pass a criminal background check.
- Flexibility to work limited after-hours or weekends for events, as required.

CLASSIFICATION:

Part-Time: 25 hours per week with flexible weekday work schedule between hours of 8:00 am and 4:30 pm with option to work remotely once a week

COMPENSATION:

Hourly rate of \$19.00 - \$21.00 per hour, based on experience

Benefits include mileage reimbursement, optional supplemental insurance, and access to a 401(k) non-matching pension plan. Employees' children participate in programs at no cost (Excludes Global Excursions Program).

Application Process

To apply, please email a thoughtful cover letter and resume to Careers@CEOsOfTomorrow.org.

Learn more about CEOs of Tomorrow, which based in Madison, Wisconsin, at CEOsOfTomorrow.org.

CEOs of Tomorrow is an Affirmative Action/Equal Opportunity Employer.