



## **ADMINISTRATIVE ASSISTANT**

### **Overview of HOME WORKS!**

HOME WORKS! The Teacher Home Visit Program trains, supports, and helps pay teachers to visit the homes of their struggling students to positively engage parents in their children's education. HOME WORKS! is designed to have teachers and families collaborate to build a better connection and understand the crucial partnership needed between home and school for students to succeed. Learn more about us by visiting our website at [www.teacherhomevisit.org](http://www.teacherhomevisit.org).

### **Position Overview**

This position serves as an administrative assistant to the leadership of the organization and provides administrative support to a team of program leaders, the Director of Operations and the Director of Program Operations.

### **Responsibilities**

- Provide administrative and clerical support to the leadership team-calendar, mail, copies, etc.
- Order and monitor the use of office supplies and program/training supplies, assure all supplies are organized and sufficient quantities are available at all times.
- General office management
- Coordinate Board and other meetings - schedule, track attendance, manage and file board materials
- Maintain and update the "Procedures Manual" , "Board Book" and maintain and revise other organizational documents
- Manage and update the HW! website and social media presence
- Maintain online and paper files for the organization
- Stay current on topics related to our mission
- Maintain program calendars of family dinners, trainings and team meetings
- Coordinate the printing of manuals and other training materials
- Provide administrative support for training sessions, assure all training materials are prepared and ready for each session
- Sort and manage books and other program supplies
- Maintain directory of resources and community partners
- Provide support to manage a marketing plan, including print and social media activities, to increase the visibility of HOME WORKS! and to advance the mission and activities of the organization.
- Coordinate program-related meetings, prepare agenda, and take and disseminate minutes
- Responsible for keeping track of Board terms
- Market Volt admin
- Conduct social media checks for prospective new hires.
- Maintain ownership and organization of HW! files on the Google Drive
- Perform other duties as assigned

**Minimum Requirements**

- Knowledge of basic administrative office duties
- Bachelor's degree
- Minimum of two years' experience in a professional office
- Strong knowledge of Google, Excel, PowerPoint, and Word (including bookmarking, formatting, and referencing) and is familiar with email marketing and other forms of electronic communications
- Ability to work both independently and as part of a team
- Ability to handle sensitive information with a high degree of integrity and confidentiality
- Highly organized with ability to prioritize tasks and meet deadlines with minimal direct supervision
- Excellent interpersonal, verbal and written communication skills
- Strong grammar and spelling skills, attention to detail, an ability to edit and correct errors
- Have a passion for the mission of HOME WORKS!

**Preferred Characteristics**

- Experience in nonprofit organization
- Ability to work in a busy and demanding environment

**Work Environment**

This position requires a minimal amount of local travel to the post office, vendors, and the other HW! office.

**Physical Demands**

Extended computer work, some lifting and moving of boxes and supplies may be required.

**Position Specifications**

<b>Status:</b> Full time, exempt
<b>Salary:</b> commensurate with experience
<b>Reports to:</b> Director of Program Operations and the Director of Operations

**Application**

To apply, please send thoughtful cover letter, resume and references to [resumes@teacherhomevisit.org](mailto:resumes@teacherhomevisit.org)