



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. Learn more about us by visiting our website at www.teacherhomevisit.org.

Position Overview

This position serves as an administrative assistant to the Executive Director, COO, and Director of Program Operations and provides administrative support to a team of Program Leaders.

Program Support

- Edit and maintain various program documents such as manuals and sign-in sheets
- Coordinate, edit, and maintain various program surveys
- Maintain program and office supplies including training materials
- Maintain all program documents on Google Drive
- Assist program staff with document management
- Assist the Director of Program Operations with team meetings including agendas, handouts, notes, and schedules
- Maintain the program calendar in Google Suite
- Support the Development Team with materials relevant to donor communications and grant applications
- Manage photo release documents and coordinate releases with HW! staff
- Edit and maintain Board of Directors information including the board book, member onboarding and member terms, and board committees.
- Edit and maintain board meeting materials
- Manage and maintain HW! business office operations including printing/scanning, handling internal and external communications, utilities, and other office services as needed.

Minimum Requirements

- In depth knowledge of administrative office duties
- Minimum of five years of experience in a professional office
- Strong knowledge of Excel, PowerPoint, and Word (including mail merge function)
- Experience with Survey Monkey, Google Drive, and other forms of electronic communication
- 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, and an ability to edit and correct errors
- An associate's degree or comparable experience
- Have a passion for the mission of HOME WORKS!

Preferred Characteristics

- Experience in nonprofit organization
- Familiarity with WordPress, Adobe Creative Suite, and e-newsletter platforms
- Ability to work in a busy and demanding environment
- Bachelor's degree

Physical Demands

Some lifting and moving of boxes and supplies may be required.

Position Specifications

Status: Fulltime, non-exempt
Hours: Approx. 40 hours per week
Salary: commensurate with experience
Reports to: Executive Director

Application

To apply, please send a thoughtful cover letter and resume to resumes@teacherhomevisit.org