



Position Description

JOB TITLE: PROJECT/OFFICE ASSISTANT
Classification: Exempt
Supervisor: Executive Director

SUMMARY:

The Project/Office Assistant performs administrative support and logistical tasks necessary to ensure the smooth daily operation of the organization. The Project Assistant fully participates as a team member and collaborates with SEI staff to efficiently support projects.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Maintain front desk reception, greeting and directing guests.
- Provide primary phone support for incoming phone inquiries and direct callers to appropriate resources and our personnel; take messages and return calls as requested.
- Manage the Executive Director's Calendar and administrative requests.
- Assist with event management: facility arrangements, refreshments, and ordering of catering.
- Schedule individual and group appointments, meetings, and conference calls.
- Open and process mail. Prepare correspondence.
- Order and maintain inventory of office supplies.
- Handle all postal and delivery operations (FedEx/UPS, USPS, others.)
- Compile and circulate staff meeting materials (paper and electronic)
- Run errands as requested (food/supplies.)
- Provide other administrative support as requested.
- Assist the Network Facilitators in the following:
 - Meeting preparation and facilitation
 - Partner engagement and communication
 - Tracking of partner progress through accountability frameworks
 - Monitoring grant commitments and project timelines
 - Coordinating SEI-led projects, such as Get Ready for School, TSS, and CLASS Act Scholars
- Other Duties as assigned.

SUPERVISORY RESPONSIBILITIES:

None.

QUALIFICATIONS: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE:

Associate degree (A.A. / A.S.). Minimum of 3 to 5 years of proven administrative experience. Experience in the nonprofit or education sector is highly desirable, or an equivalent combination of education and experience.

LANGUAGE SKILLS:

Ability to develop reports and communicate verbally and with written documentation. Knowledge and experience working with diverse teams and groups. Proven interpersonal skills; ability to maintain effective relationships with community partners and staff.

DATA and MATHEMATICAL SKILLS:

Ability to perform simple mathematical calculations.

REASONING ABILITY:

Ability to define issues and problems, summarize facts, and arrive at valid conclusions. Ability to analyze situations, make decisions and address challenges to improve or correct services.

OTHER SKILLS and ABILITIES:

Must have excellent organizational, listening, and communication skills. Proven interpersonal skills and ability to maintain effective working relationships with community partners and staff.

ADDITIONAL INFORMATION:

Ability to manage multiple priorities and complex tasks concurrently with tight deadlines. A genuine commitment to engaging schools, community partners, and families to support student success and equitable outcomes, from cradle to career. Strong cultural and political awareness of the Akron and Summit County, Ohio community.

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to talk and listen. The employee frequently is required to walk, stand, and sit; use hands to type on the computer and use the telephone/fax/copier; travel to various locations by car; ascend/descend steps at various sites. The employee is occasionally required to reach with hands and arms; carry items; stoop, kneel, and crouch; is exposed to various temperatures in offices, schools, and organizations; travels to meetings outside of the office. Specific vision abilities required by this position are the ability to adjust focus, close and distance vision. Must have mobility to travel to and from sites for meetings and conferences.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Works in an office environment, moderately quiet, with increased volume during meetings and conferences. Must be able to travel as required in all kinds of weather conditions.

GENERAL EXPECTATIONS:

Responsible to work cooperatively and effectively with members of the public, other employees, community businesses and service providers; responsible for accurate and timely record keeping and reports as required; responsible to drive a motor vehicle with a valid Ohio operator's license as required by the position; and may be required to travel, both within, and outside of the community. Responsible for attending meetings, in-services and training programs as related to the position held.

COMPENSATION AND BENEFITS:

Salaried, full-time position, 40 hours/week.

Compensation range \$48,000 - \$50,000 commensurate with experience—health, dental, and vision coverage for employees and eligible family members.

Participation in SEI's 403b retirement savings program after the eligibility period.

Hybrid work environment; some flexibility for remote work.

Applicants should send a cover letter and resume to Kaye Rowe, Senior Director of Finances and Human Resources at krowe@seisummit.org. Applications will be accepted until the position is filled. Please, no calls. Emails only to the designated email address.

EMPLOYMENT AT WILL:

It is understood that the employment relationship with SEI shall be At Will employment and that this position serves at the discretion of SEI, its Executive Director, and its Board of Directors.

SEI is proud to be an Equal Employment Opportunity and affirmative action employer. We celebrate diversity and do not discriminate based on race, religion, color, national origin, sex, sexual orientation, age, veteran status, disability status, or any other applicable characteristics protected by law.