



Administrative Assistant

I Know I Can Organization Profile:

Since 1988, **I Know I Can** has provided students from Central Ohio the advice, counsel, and financial support they need to achieve their dreams of earning a college degree. Beginning in elementary school, **I Know I Can** college advisors and volunteers encourage children to dream big and work hard. For more information, visit www.iknowican.org.

Position Summary:

The Administrative Assistant will provide administrative support to the Director of Finance & Operations along with serving as the front office coordinator. This position is the first-line of contact with students, families and community members via phone, office visits or through email. The person will provide overall organizational support and is responsible for a variety of other special projects as needed.

Position Reports to:

Director of Finance and Operations

Position Responsibilities:

- Answer multi-line phone, greet visitors, maintain classroom and conference calendar, respond to emails in a timely and professional manner
- Perform mail merges in Word (letters, envelopes, postcards, labels, nametags)
- Organize and maintain documents related to grants, scholarships or special programs
- Assist with the composition and editing of flyers, invitations, fact sheets, newsletters and mailings as directed by program and retention staff (includes creation of Microsoft Power Point & Publisher presentations and use of Excel spreadsheets)
- Assist with the filing of student data; coordinate filing of student data with appropriate personnel
- Draft correspondence to students/parents/guidance counselors as directed by program and retention staff; edit/proofread correspondence created by program and retention staff
- Take minutes at quarterly board meeting and monthly all staff
- Oversee on-site student volunteer activities
- Support program and retention staff with office duties such as typing, phone and email correspondence, requisition of supplies, scanning, faxing, etc.
- Receive and distribute all incoming mail and coordinate outgoing mail, including bulk mailing projects, courier services, and interoffice mail distribution
- Respond to staff requests for administrative support as needed
- Provide administrative support to Boys & Girls Club Columbus by answering incoming phone lines, mail distribution, receipt of packages & shipments, greet visitors and maintain conference room and classroom calendar.
- Perform other special projects, duties and responsibilities as requested

Position Qualifications and Skills:

- Prior office administrative support experience or commensurate experience
- Excellent organizational skills (written, oral, and presentation)
- Detail-oriented, multi-tasker, deadline driven and works well under pressure
- Superb interpersonal skills and experience working in an urban school district is ideal
- Must be skilled in the use of Microsoft software programs
- Must be self-motivated, show great initiative, work well autonomously and as a team member
- Associates Degree or Bachelors preferred

Compensation:

I Know I Can offers a competitive compensation and benefits package including medical, dental, vision, life insurance and long-term disability coverage.

Interested candidates should send cover letter and resume by September 15th to:

Kimberly Hayes, Director of Finance and Operations

employment@iknowican.org

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