

Reading Results

Position Title: Executive Assistant / Office Manager

Reports To: Executive Director

Date of Job Description: May 2019

Pay rate: \$18-\$19/hour, competitive benefits package

Our Work

Working toward the vision that all children have the right to read and succeed, Reading Results partners with schools serving students who are low-income and/or of color to provide a proven reading intervention program. Reading successfully by third grade is crucial to a child's educational development and is a leading indicator of future academic success.

Reading Results plays a critical role in eliminating the opportunity gap and improving our region's economy by helping struggling learners get on the path toward academic success and a brighter future. We do this by providing students with data driven, explicit reading instruction delivered by highly trained, culturally responsive tutors.

The Job

The Executive Assistant/Office Manager provides full administrative support to the Executive Director and provides general administrative support to the management team. This position plays a key role in ensuring the overall smooth functioning of the Reading Results office. Primary responsibilities include managing the Executive Director's calendar including scheduling, preparation for, and follow-up to meetings; managing phones, mail, email, office machines, and office maintenance; payroll and light HR duties; development, fundraising, communications and social media support; and providing administrative support to department directors.

Our Ideal Candidate

We are looking for an experienced administrative assistant to perform a variety of functions. Exceptional organizational and interpersonal skills are essential to this position. The individual selected will:

- Manage and prioritize multiple tasks concurrently, meet deadlines, and communicate status effectively.
- Demonstrate excellent customer service skills and a positive, customer-oriented attitude.
- Be detail-oriented, take initiative, be proactive in anticipating organizational needs, be flexible, and enjoy organizing others.
- Demonstrate awareness, attitudes, knowledge and skills that foster a climate of equity and inclusion.
- Cultivate and sustain professional, effective relationships with a wide variety of constituencies including: staff, volunteers, current and potential donors, board members, foundations, school partners and community partners.
- Demonstrate an ability to maintain confidentiality.
- Work independently with limited supervision, as well as function successfully as a team player.
- Be highly proficient with Microsoft Office suite (Outlook, Word, Excel, PowerPoint), Adobe Acrobat, and ready to learn a donor database (CRM).

To apply

Please send a cover letter and resume to info@readingresultspdx.org with "Executive Assistant/Office Manager" in the subject line by Wednesday, May 22.