

Reading Results

Position Title: Executive, Operations and Development Assistant

Reports To: Executive Director

Date of Job Description: April 2022

Type and wage: full-time; \$22-\$23/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 BIPOC and/or students living on low incomes 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, Operations and Development Assistant 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:

- Provide service aligned with Reading Results efforts to be an Anti-Biased/Anti-Racist organization through demonstrating awareness, attitudes, knowledge and skills that foster a climate of equity and inclusion.
- 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 (seriously!), take initiative, be proactive in anticipating organizational needs, be flexible, and enjoy organizing others.
- 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

Refer to the directions on our website at: readingresultspdx.org/what-we-do/employment