



because the first 5 years matter

## EXECUTIVE ASSISTANT JOB DESCRIPTION

**TITLE:** Executive Assistant

**EFFECTIVE DATE:** June 2023

**FLSA CLASSIFICATION:** Non-Exempt

**LOCATION:** Dayton, Ohio

**REPORTS TO:** Executive Director

**GRADE LEVEL:** 1013

**POSITION TYPE:** Part time

### PRESCHOOL PROMISE VISION

All Montgomery County, Ohio children are ready for kindergarten.

### PRESCHOOL PROMISE MISSION

Preschool Promise partners with families, providers and community leaders so that all children have high-quality early childhood experiences from Prenatal through Age 5.

### PRESCHOOL PROMISE CORE VALUES

Integrity, Collaboration, Equity

### PRESCHOOL PROMISE COMMITMENT TO EQUITY

Preschool Promise is committed to addressing racial and social inequities in all we do; this position will help lead and support efforts to implement policies and programs to ensure equity.

### SUMMARY/OBJECTIVE OF POSITION

This position is responsible for providing support to the Executive Director, primarily remote with some required meetings in the office.

### ESSENTIAL FUNCTIONS

The following duties are representative of performance expectations. A reasonable accommodation may be made to enable a qualified individual with a disability to perform essential functions.

1. **Serve as a trustworthy and reliable Assistant to the leader of the organization.**
  - a. Handle confidential information with sensitivity and respect.

- b. Build positive relationships with internal staff members and external partners.
  - c. Serve as a friendly representative of the organization, modeling the core values of the organization.
  - d. Complete tasks in a timely manner.
- 2. Manage the calendar for the Executive Director.**
  - a. Manage the calendar and schedule meetings for the Executive Director.
  - b. Manage and prepare for special events and meetings for the Executive Director.
- 3. Manage the email account for the Executive Director.**
  - a. Review, prioritize and organize emails to ensure the Executive Director responds in an efficient and timely manner.
  - b. Reply to emails on behalf of the Executive Director as needed.
- 4. Provide general administrative support to the Executive Director.**
  - a. Assist with registration and travel arrangements for events.
  - b. Assist with research and special projects to advance the mission.
- 5. Contribute to the Preschool Promise staff team and build a positive work environment.**
  - a. Work with other Preschool Promise staff team members to build a friendly, supportive, healthy, high-functioning team.
  - b. Commit to ongoing continuous professional growth, including participating in equity and cultural awareness training and discussions.
  - c. Assist with special projects and assignments as needed.

## COMPETENCIES REQUIRED

- High level of integrity and trustworthiness to handle confidential information
- Strong interpersonal skills and customer-service orientation
- Ability to implement and manage multiple projects at one time
- High level of competency with Google Suite (Gmail, Docs, Slides, Sheets) and Microsoft Office programs (e.g., Excel, Word, PowerPoint)
- Ability to express ideas effectively using verbal, nonverbal and writing skills
- Ability to make critical judgements and perform complex tasks independently
- Ability to organize and manage time effectively
- Attention to detail and accuracy
- Ability to intervene and avert problem situations and resolve conflicts
- Ability to work with teams

## REQUIRED EDUCATION AND EXPERIENCE

- High School diploma
- At least 5 years of administrative experience

## PREFERRED QUALIFICATIONS, EDUCATION AND EXPERIENCE

- Experience working in an education or non-profit organization
- Experience supporting a Senior Executive/Leader

## **WORKING CONDITIONS**

Exposure to the following conditions may range from remote to frequent based on circumstances and factors that may not be predictable.

- Potential for exposure to blood borne pathogens and communicable diseases
- Interaction with disruptive, unruly, and/or menacing individuals
- Duties may require operating and/or riding in a vehicle
- Duties may require extended time using a computer terminal and keyboard
- Duties may require considerable telephone contact and paperwork
- Duties may require working under time constraints to meet deadlines
- Duties may require working during the evening and/or weekend

## **PHYSICAL DEMANDS OF THE POSITION**

- Ability to travel to meetings and work assignments
- Ability to maintain an acceptable attendance record and be punctual
- Ability to meet all mandated health requirements (e.g., negative tuberculosis test, etc.)

## **TYPICAL WORK HOURS**

- Estimated 8-15 hours a week, will vary based on projects
- Majority of hours will be remote, will be required to attend weekly meetings at the office
- Will need to work some hours daily Monday-Friday (i.e. at least 1-2 hours a day vs. all hours in one day)
- Flexible work schedule to account for occasional weekend and evening work commitments

## **TRAVEL REQUIRED**

- Minimal to no travel

## **NON-DISCRIMINATION POLICY**

Preschool Promise shall not discriminate because of race, color, religion, sex, sexual orientation, gender identity, ancestry, national origin, military status, place of birth, age, marital status, or disability in any of its activities or operations. These activities or operations include actions against any employee, applicant for employment, subcontractor or vendor; or applicant for preschool services, family, or child in its preschool programs or activities. We are committed to providing an inclusive and welcoming environment for all families, children, and staff who are part of Preschool Promise.

## **FUNDING OF THIS POSITION**

This position is on the payroll of the Montgomery County Educational Service Center (ESC). Preschool Promise, Inc. has a contract with the Montgomery County ESC to manage the human

resource functions, including payroll and benefits for its personnel. Preschool Promise, Inc. is funded by the City of Dayton, Montgomery County and other private foundations.

If interested, please email [Robyn.Lightcap@preschoolpromise.org](mailto:Robyn.Lightcap@preschoolpromise.org) or call 937-620-8647.