

# Administrative Assistant

STATUS: Non-Exempt

## Who You Are

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An Administrative Assistant for Education Commission of the States will support multiple departments and programs to include Human Resources, Convene and Strong Start to Finish. The position manages scheduling, day-to-day communications, and provides administrative and database support. This position reports to senior staff within the departments they support.

## Who We Are

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[Education Commission of the States](#) partners with education policy leaders nationwide to address issues by sharing resources and expertise. We are proud to serve both the people who develop and implement education policy and the students who directly benefit from effective policy change. Every day, we provide education leaders with unbiased information and opportunities for collaboration because informed policymakers create better education policy.

We have been named by The Nonprofit Times for six consecutive years as one of the Top 50 Best Nonprofits to Work For. In the surveys conducted, Education Commission of the States' employees expressed the strongest satisfaction in the categories of leadership and planning, role satisfaction, work environment, relationship with supervisor, pay and benefits, and overall engagement. We are an equal opportunity employer offering competitive salaries and an outstanding benefits package. Education Commission of the States provides an exciting intellectual environment, a collegial workplace, flexible hours and an organizational structure that encourages teamwork.

[Strong Start to Finish \(SStF\)](#) is a network of higher education leaders and philanthropists, working together to address inequities in education. We address injustices in higher education by ensuring that every student is set up to pass credit-earning courses in English and math in their first year of college. By doing this, we aim to reform traditional developmental education (DE), or remedial practices which can be a barrier for student success. We are committed to the success of every student in college and place a particular focus on students who are racially minoritized, poverty affected and adults returning to college.

SStF works with higher education systems and national organizations that are committed to advancing DE reforms. In addition to supporting systems and institutions to adopt and implement these reforms, we have funded research projects that address reform efforts and developed new resources (i.e., original research, best practice reports, implementation toolkits, etc.) for the field at-large and deliver technical assistance services to institutions in the SStF Network. SStF is based at Education Commission of the States.

## Essential Duties and Responsibilities

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### Maintain Team Scheduling

- Manage group scheduling for project team, including but not limited to: coordinating calendars, purchasing airfare and lodging, ordering refreshments/catering, booking conference rooms, and working with Project Manager to assemble materials for meetings.
- Set up, implement and maintain Wrike—project management platform—to schedule relevant team related activities.

### Maintain Records, Filing Systems and Notes

- Maintain Salesforce database contacts and create export lists for merging (e.g., roster and badges).
- Manage online filing system.
- Take notes during staff meetings to maintain records of discussions. Report on follow up with the staff/team.

### Hiring & Onboarding Operational Processes

- Assist with posting open positions.
- Schedule interviews with candidates for open positions.
- Assist with onboarding of new staff to include ordering business cards, name tags and RTD ECO Pass program.

### Manage Team Communications

- Manage SStF main email account
- Manage day-to-day communications between SStF's internal and external entities (e.g., ECS operations, email to project's partners).
- Prepare correspondence and thank you letters for meetings and events.
- Produce weekly staff travel reports for team distribution and update President's calendar with staff travel.

### Engage in SStF/ECS Team Activities and Other Duties

- Perform word processing, photocopying, data entry, and other administrative duties, as needed.
- Prepare PowerPoint presentations templates for meetings and events.
- Participate in creation and implementation of convenings.
- Perform other SStF and ECS duties as required (e.g., attend ECS-wide meetings and convenings, write detailed memos on program activities for grant reporting, participate in stakeholder engagements, etc.)

## Required Skills and Qualifications

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- High School Diploma required. Associate's Degree preferred.
- Demonstrated commitment to addressing racial and socioeconomic injustices in education.

- 2+ years working as an administrative assistant.
- Proficient in use of digital software and technology, including teleconference platforms, databases, and Microsoft Office.

## Compensation and Benefits

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Education Commission of the States offers competitive compensation and benefits, including health, dental, life, long term disability, vision insurance, a flexible spending account, a health reimbursement account and a yearly contribution to your 403b retirement plan. This position is located in Denver, CO. The salary for this position begins at \$50K.

## Applying for the Position

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Please send a resume and cover letter e-mail to Nicole Gibson / [ngibson@ecs.org](mailto:ngibson@ecs.org). Please include "Administrative Assistant" in the subject line.

**All applications must be received by close of business Friday, January 20, 2023.**

*Education Commission of the States is an equal opportunity employer that believes in developing and supporting a diverse workforce.*