



Operations Assistant Job Description Educare California at Silicon Valley (ECSV)

Description of the Organization:

Educare California at Silicon Valley (ECSV) is an innovative early learning center that narrows the opportunity gap for low-income children ages 0-5 and their families and caregivers. With our partners, we offer 12 high-quality, full-day, year-round classrooms as well as support services and community resources through our Family Resource Center, satellite children's museum, and satellite public library.

Position Overview:

We are seeking an independent self-starter with a passion for underserved children and families to join our team as the Operations Assistant. This position will support the Executive Director.

The Operations Assistant will be responsible for diverse administrative duties as well as providing support through a variety of tasks related to organization, fund development, and communication. This position also includes coordinating schedules/meetings, writing and submitting reports, attending meetings, taking minutes, maintaining complete and organized files, making travel arrangements, /facility arrangements and special projects.

General Requirements:

The ideal candidate is flexible, enjoys engaging in and prioritizing multiple tasks, learns new skills independently, and is capable of independent judgment and high-level performance while working to meet daily deadlines. A strong candidate is also an accomplished communicator with excellent interpersonal and written communication skills, possesses extreme attention to detail, and has excellent computer skills including word, excel, and PowerPoint. Knowledge/experience with databases is helpful.

This job profile is not intended to be an all-inclusive list of job duties and responsibilities, as one may perform additional related duties as assigned in order to meet the needs of the organization.

This position reports to the Executive Director.

This NONEXEMPT position is offered full time with a competitive benefits package.

Skills/Experience:

- Intuitive, independent problem solver with the judgment to personally handle a variety of tasks and requests in a fast-paced environment.
- Outstanding organizational skills that reflect ability to perform and prioritize multiple tasks seamlessly with excellent attention to detail, time management and judgment; ability to order and manage multiple priorities in complex and dynamic circumstances.
- Able to work independently and with minimal oversight and direction
- Interpersonal skills to handle sensitive and confidential situations; ability to maintain the security of sensitive and confidential information.
- Excellent written and verbal communication skills.

- Ability to communicate effectively with all levels of employees, as well as external constituents and stakeholders.
- Proficiency in all Microsoft Office Suite programs (i.e. Excel, Outlook, Word, PowerPoint, etc.)
- Working knowledge of Office Suite, Outlook and Gmail, office equipment (printers, laptops, phones), Gmail and google docs, databases
- Comfortable using online tools to post organizational updates

Essential Job Functions:

- Direct support for Executive Director
 - Provides administrative and logistical support requested by Executive Director
 - May include scheduling, travel arrangements, expense reimbursements, filing
 - Assist Executive Director with tracking of strategic initiatives, projects, and activities
 - Support the Executive Director with minutes for all ECSV Board Committee meetings and full Board meetings.
 - Assemble and dissemination Board packets
 - Support Executive Director and Board members between meetings with reminders about projects and tasks to complete
 - Work with Executive Director in preparing materials for internal and external meetings, Board committee meetings, and presentations
 - Draft letters, emails and other correspondence in a timely, accurate manner.
 - General clerical duties include, but not limited to copy, meeting materials, mail and filing
 - Manage spreadsheets and databases and run reports as requested
 - Coordinates Board and committee meetings scheduling, communication, and logistics
 - May include meal ordering, room setup, cleanup
 - Manages action items and follow up from Board and committee meetings
 - Attends committee and Board meetings, take notes, generate minutes
 - Maintain accurate records of all Board meetings, compile and disseminate Board packet
 - Support the Board with meetings, conference calls, travel and other arrangements

- Fund Development
 - Maintain accurate records of grants and donations
 - Prepare grant proposals and interim and final reports
 - Research new prospects
 - Support Executive Director and others involved in funder outreach
 - Coordinate mailings, newsletter, and other communications with donors
 - Implement and maintain donor database

- Teamwork and leadership
 - Develops positive and constructive working relationships with staff, Board of Directors, Agency Leadership team
 - Understands and maintains private and sensitive information within the confines of need-to-know parameters
 - Composes written communication including letters, memos, minutes, forms, procedure and policy statements, and other documents, using various writing styles and formats to produce documents that effectively communicate the purpose and intent
 - Provide support to Executive Director for highly confidential and time-sensitive matters

- Prepares high-quality, professional reports, presentations, and other communication materials
 - Enjoys a rapidly changing environment, and manages change effectively and positively
 - Incorporates constructive direction from supervisor to improve job performance
 - Maintain the highest level of confidentiality and professionalism
- Other duties as assigned

Education and Other Qualifications:

- Bachelor's Degree required with preferred 2-3 yr.'s relevant experience.
- Experience working directly with Senior Leadership/Board of Directors.
- Ability to pass background check
- Passion for serving underserved children and families

To apply:

Submit a resume and cover letter to: operations@educaresv.org