



Administrative Assistant Job Description

About the Special Education Leader Fellowship:

The Special Education Leader Fellowship (SELF) aims to improve the quality of special education student outcomes by developing current and aspiring special education teacher-fellows and leader-fellows through a uniquely designed fellowship model. The Leader Fellowship is a two-year program which provides formal training sessions, leadership coaching, professional learning communities, peer program reviews, and visits to exemplary programs across the country. The Teacher Fellowship is a year-long program which provides formal training sessions, professional learning communities, personalized coaching, and partners with national research-based instructional programs. Through these two programs, SELF accelerates the development of teachers and leaders to create outstanding special education programming in schools.

Role and Responsibilities:

The Administrative Assistant directly supports SELF's Executive Director, Aqua Stovall, to ensure her time is used effectively and she is prepared to deliver excellent work on behalf of the organization. This role will also work with the Operations Manager on program logistics and office management support.

Executive Director Administrative Support: Aqua has a full calendar of meetings, conferences, and trainings and she receives many competing requests for her time. The Administrative Assistant receives all requests for Aqua's calendar and helps her to prioritize them, then coordinates with individuals, both internally and externally, to make sure her calendar stays updated and all information is included. Administrative Assistant is also responsible for a number of tasks to help Aqua's day run smoothly, including, but not limited to: printing materials, making copies, and processing credit card statements and reimbursements. While often not the most glamorous aspects of the role, these tasks are immensely important to the larger effectiveness of the organization. Specifically, this includes, but is not limited to:

- Coordinate communications and scheduling: including taking calls, prioritizing emails, directly responding when necessary, and sending calendar invitations with full details
- Organize logistics and print documents for meetings and events
- Maintain data tracking systems for grant applications and reports
- Manage travel preparation
- Collect and organize receipts, code and process expenses and reimbursements, and enter invoices into budget tracking platform (Coupa)
- Maintains an organized filing system of paper and electronic documents, including external vendor contracts
- Organize Board activities: scheduling meetings, supporting the agenda creation, setting up the room, printing documents, taking minutes, and arranging Board member travel
- Other logistical or organizational capacity support as needed

Operations Manager Logistics and Office Management: SELF's Operations Manager supports the Leader Fellowship but also runs the day to day operations of the organization. The Administrative Assistant will work closely with the Operations Manager to ensure the office space and back office work needs are met. Additionally, there are program events and trainings that the Administrative Assistant will provide additional logistical capacity on. Specifically, this entails, but is not limited to:

- Assist with event logistics, such as Fellow training events and team retreats
- Organize/maintain office space and materials
- Order materials and supplies
- Code and process employee expense reimbursements
- Performs related duties and responsibilities as required
- Oversee technology support for staff and liaison with external vendors when needed
- Support onboarding for new employees

This is an exciting opportunity for anyone who:

- has a strong service orientation, exceptional attention to detail, and is motivated by working behind-the-scenes to make sure others have what they need to do high-quality work
- likes creating systems and structures that make things more efficient
- is a proactive problem solver and eager to step in when issues are identified to find solutions
- wants to work directly with all members of a fast growing, mission-driven program

Reporting Relationship: The Administrative Assistant will report directly to SELF's Founder and Executive Director, Aqua Stovall.

Required Skills and Mindsets:

- A deep commitment to SELF's mission and alignment with SELF values of Belief, Responsibility, and Teamwork
- The ability to manage multiple projects with a keen attention to detail and a strong aptitude to prioritize time efficiently
- Strong relationship-building skills demonstrated by the ability to build trust with a wide-variety of individuals
- An eagerness for continuous personal development and a history of executing on feedback to improve performance
- Ability to communicate clearly, effectively, and professionally to both internal and external audiences via e-mail
- A professional demeanor and utmost discretion when dealing with confidential information
- Ability to adapt to changing and challenging circumstances by staying positive and outcomes-oriented
- Strong proactive problem-solving skills and the willingness to speak up when something can be done more effectively
- The ability to work independently, but also know what questions to ask of others and when in order to make decisions on behalf of the organization
- Ability to attend evening and weekend events to assist with logistics (2-3 per month)
- Belief in SELF's commitment to Diversity, Equity, and Inclusion demonstrated by a willingness to examine personal identity and biases and engaging in and supporting conversations around race, class, and privilege

Required Experience and Expectations:

- At least 3 years of professional working experience
- Comfort with the Microsoft (Excel and Powerpoint) and Google suite (e.g. Drive, Docs, Sheets, Forms, etc.)
- Light lifting of materials may be required (approximately 20-25 lbs.)

Preferred Experience:

- BA or BS degree
- Experience in office administration or office operations

To apply: Please submit an application using this [form](#).

Priority Deadline: Friday, September 13th

Final Deadline: Friday, September 27th

Salary is competitive and commensurate with experience. SELF offers a comprehensive benefits package with a generous 403b plan.

SELF provides equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, religion, gender, sexual orientation, national origin, age, disability, genetic information, marital status, amnesty, or status as a covered veteran in accordance with applicable federal, state and local laws.