



Job Title: Executive Assistant Position

Department: Teach One Academy & Learning Center

Reports To: Executive Director

Hours: Part Time, evening and weekend hours as needed

Position Objective:

Teach One Academy & Learning Center is a 501(c)(3) nonprofit community based, co-educational, college-preparatory day school, that prepares talented, well-qualified, and motivated college-bound students, Third through Grade 12, to pursue and realize their academic, personal, and social potential. We provide a comprehensive, caring, and creative curriculum and extracurricular program that fosters an experience of excellence for each student. Inspired students, a superior faculty, and engaged families thrive in our diverse, safe, and supportive community. We afford students the opportunity to discover their passion in life and to learn to embrace confidently and responsibly the moral and ethical challenges of being lifelong learners, teachers of others, and citizens of an increasingly complex global community.

The Executive Assistant will provide a variety of support services, manages office operations, volunteer and paid staff, and assists with program development and delivery. The position requires excellent customer relations skills, knowledge of office systems, procedures, computers and facility management.

Essential Functions:

- Proficient at MS Office applications (Word, Excel, Outlook, etc)
- Oversee office administration, including filing system, equipment and facility
- Perform administrative duties to support daily business activities
- Assist in recruiting, selection and coordination of volunteers
- Provides administrative support to the Executive Director, Board of Trustees, and youth programs
- Drafts minutes of meetings of the Executive Cabinet and Board of Trustees
- Prepares routine correspondence, meeting materials, newsletters and other documents
- Maintains and controls office supply inventory
- Basic bookkeeping and record keeping (especially QuickBooks accounting software)
- Excellent interpersonal and phone skills
- Strong verbal and written skills
- Demonstrated commitment to serving internal and external clients
- Self-motivated takes initiative, ability to learn quickly
- Professional appearance and demeanor
- Strong organizational skills and attention to detail with emphasis on accuracy and quality
- Ability to manage multiple responsibilities with changing priorities
- Ability to develop and maintain office and file systems (paper and electronic)
- Greet and engage visitors to the Learning Center
- Maintains and updates organizational documents, lists and manuals
- Answers incoming calls
- Reads and replies to incoming e-mails and voice mail
- Other duties as assigned.

*Each One...Reach One...Teach One*

P.O. Box 1482, Lithonia, GA 30058 ~ Phone (678) 629-7493 ~ Fax (866) 899-8763

[Teachoneacademy6@gmail.com](mailto:Teachoneacademy6@gmail.com) ~ [www.teachoneacademy.org](http://www.teachoneacademy.org)



## Position Requirements:

- Bachelor's Degree required
- 5 years of work experience in an administrative support position in an office
- Non-profit experience, working with volunteers and/or marketing experience preferred, but not required
- CPR and First Aid Certified
- Bilingual (Spanish) preferred, but not required

## Apply:

Please submit your resume, cover letter, and salary requirements to [careers@teachoneacademy.org](mailto:careers@teachoneacademy.org). Include Executive Assistant in the subject line. An email will be forwarded to your attention confirming the receipt of your resume.

## Physical Requirements:

Must have the ability to complete all standard administrative and support tasks including but not limited to care with consumers, climbing up and down stairs, operation of computers/phones/fax/printer/copy machine, and the ability to lift boxes, furniture, and equipment up to 30 lbs.

## **EQUAL EMPLOYMENT OPPORTUNITY STATEMENT**

It is the policy of Teach One Academy that the Agency wholly complies with the equal treatment of all employees and applicants for employment without unlawful discrimination as to race, creed, color, national origin, sex, age, disability, marital status, sexual orientation, citizenship status or veteran status in all employment decisions, including but not limited to recruitment, hiring, compensation, training and apprenticeship, promotion, upgrading, demotion, downgrading, transfer, layoff and termination and all other terms and conditions of employment.

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