



Administrative Assistant Community Education Commission

About Community Education Commission

The Community Education Commission (CEC), launched in May 2018, is a new nonprofit commissioned by the Mayor of Detroit that brings together top leadership from across Detroit's educational landscape. The CEC's core mission is to collectively break down barriers that prevent families from accessing quality schools in Detroit. The CEC Board members are appointed by the Mayor of Detroit and include top leaders from Detroit Public Schools Community District Superintendent, the charter school sector, labor unions, philanthropic organizations, the business community and educators. A 501(c)(3), the CEC (among other things) specifically works to:

- **Champion additional resources that help more families and students get the best education they can in Detroit:** The CEC launched the GOAL Line, an innovative pilot program in Northwest Detroit that provides free transportation for students from 10 schools to and from school, as well as after-school programs.
- **Share information about schools:** The commission ensures that parents and students can easily access accurate and meaningful information about any district or charter school in the city.
- **Hold public meetings:** According to the commission's bylaws, the group will meet eight times per year. All meetings will be open to the public.

Job Overview

CEC seeks an experienced, full-time Administrative Assistant who is excited to join a start-up non-profit focused on building a better future for Detroit's children. In this role, the Administrative Assistant will be responsible for helping to build out the nonprofit's internal infrastructure and providing executive support to our Executive Director and leadership team. The ideal individual will be excited about working in a fast-paced, mission-driven environment; will have the ability to solve problems in a variety of situations; and will bring strong written and verbal communication, administrative, and organizational skills. Specifically, the Administrative Assistant's responsibilities include:

Operations and Administration

- Support team operations, including: maintaining team calendar, taking and organizing notes, and following up on action-steps.
- Develop project management tools to support programmatic activities, keep to milestones, and provide progress reports where appropriate.
- Support the development and implementation of office policies and procedures.
- Serve as the key contact and office manager, overseeing equipment, supply replenishment, storage, technology and website maintenance, mail and information technology.
- Oversee electronic and paper filing process and records.
- Monitor and update the CEC website.
- Answer phones, and receive guests, shipments, and mail at the office.
- Oversee office suite atmosphere, including cleanliness, safety and maintenance.

Executive Support

- Exercise discretion and sound judgment with regard to confidential and/or sensitive information; demonstrate professionalism at all times.
- Prepare, assemble, format, and modify documents including briefing materials, acknowledgement letters, board and grant reports, and memos that facilitate the Executive Director's ability to lead. Edit and proofread various documents with keen attention to detail.
- Create structures to streamline administrative tasks and activities.
- Provide planning and logistical support for meetings and events, including: attendance lists, compiling and organizing materials/packets, taking and disseminating meeting minutes.
- Proactively provide scheduling support for Executive Director, including coordination of meetings, appointments and travel arrangements with minimal input and direction.
- Complete expense reports.

Other special projects and responsibilities as assigned.

Desirable Skills and Qualifications

The successful candidate will possess the following competencies:

- Passion for the city of Detroit and serving its children and families.
- At least 5 years of administrative support is preferred.
- Enjoys working within a fast-paced, entrepreneurial environment that is results-driven.
- Takes initiative; strong desire to learn new skills and take on new responsibilities
- Strong customer service orientation; works well with diverse teammates and stakeholders
- Strong organizational skills that reflect ability to perform and prioritize multiple tasks seamlessly.
- Exceptional written communication and attention to detail, including grammar, editing, and proofreading skills.
- Exceptional verbal communication; proactive communicator; great listener and very perceptive.
- Strong computer skills, including basic website maintenance, proficiency with Microsoft Office Suite and Adobe Acrobat, and ability to learn new software programs.
- Knowledge of office management systems and procedures, and office equipment, like printers, computers, and fax machines.
- Experience in or familiarity with K-12 education and non-profit organizations is a plus.

Salary commensurate with experience. Preference will be given to candidates that are able to begin work immediately.

To apply, please send a resume and a cover letter to Stephanie Young, CEC Executive Director and Katie Rae Stolper, CEC Deputy Director at jobs@cecdetroit.org.

Community Education Commission is an equal opportunity employer.