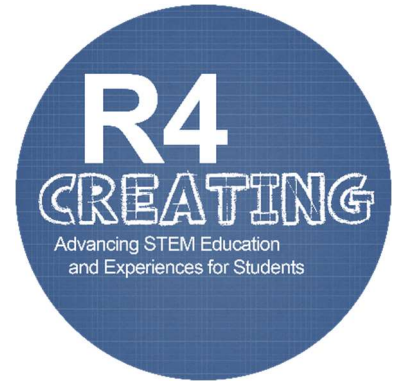


R4 Creating Executive Assistant Job Announcement

R4Creating (R4C) is a STEM (Science, Technology, Engineering, Math) 501c3 supporting education and enrichment through a variety of programs for students, educators and the community. While the organization was officially established in 2017, we have been serving the community and state since 2005 with our award winning programs.



Reports to: Executive Director

Classification: Part Time, In Person (with possibility of full time)

Objectives of this role

- Support the Executive Director (ED) primarily and provides additional support to team members, as directed.
- Scheduling and tracking of ED and high-level R4Creating activities, events, etc. (Monday.com)
- Maintain documents and spreadsheets.
- Communication with staff, clients, educators and partner organizations about projects, activities, and events; creating and reviewing content and follow-up.
- Maintain and refine internal processes that support R4Creating activities.
- Plan and orchestrate work to ensure ED's priorities are met, organizational goals are achieved, and best practices are upheld.

Responsibilities

- Manage professional and personal scheduling for ED, including agendas, mail, email, phone calls, client management, and other company logistics.
- Coordinate complex scheduling and calendar management, as well as content and flow of information to appropriate staff on behalf of the ED
- Manage ED's travel logistics and activities, including accommodations, transportation, and meals
- Provide administrative and office support, such as typing, content creation, spreadsheet creation and maintenance of software database platforms and applications.
- Assist in representing R4Creating at events and conferences, as needed.
- Maintain professionalism and strict confidentiality with all materials.
- Assist with organizing team communications and event planning / logistics, both internal and off-site.
- Manage and task virtual assistant(s).

Required skills and qualifications

- Four or more years of experience in an executive administrative role reporting directly to upper management.
- Excellent written and verbal communication skills
- Strong time-management skills and an ability to organize and coordinate multiple concurrent projects.
- Proficiency with office productivity tools and an aptitude for learning new software and systems.
- Flexible team player, willing to adapt to changes and unafraid of challenges.
- Ability to maintain confidentiality of information related to R4Creating.

Preferred skills and qualifications

- Experience in helping to oversee budgets and expenses.
- Experience in developing and maintaining internal processes and helping to ensure the processes are followed.
- Must pass an extensive background check, since R4Creating works with students of all ages.

Compensation

Commensurate with experience

Accommodations

We recognize that qualified candidates will include a range of people who each require different support in order to be successful. If you have a physical disability that requires accommodations or specific support, we will provide what is reasonable within the organization's capacity.

To Apply

Interested candidates should send a cover letter and resume by 5 pm on Friday, February 9, 2024 to info@R4Creating.org

R4Creating is an equal opportunity employer

More information about the R4Creating (www.R4Creating.org)

- Our STEM engagement spans from pre-Kindergarten to University and provides programs that provide awareness, leadership training, and educator opportunities.
- A desire to learn and grow, take initiative, be flexible, enjoy working with others and implement change designed to impact the future of STEM education is critical to the work of our team.
- The Executive Assistant will be an active member of the R4C staff that includes full time professionals, contract workers, professional volunteers and student leaders.