



ADMINISTRATIVE ASSISTANT

TO APPLY:

Interested applicants should fill out the application form online, submit a resume and cover letter to Stephanie Cooper-Lewter, Executive Director, **online**, at www.fftc.org/careers. No phone calls or faxes accepted.

In your cover letter *include your salary requirements and address the following topics:*

1. Describe a time when you identified a process or system inefficiency. Explain how the issue came to your attention, how you solved it, and how that experience will be useful as the Administrative Assistant.
2. Recommend a cloud-based CRM for us to use. Tell us why this service would be the best choice for a lean startup organization like Leading on Opportunity.
3. Describe challenges an administrative assistant might face in supporting: 1) internal team and 2) external stakeholders. Share how you would proactively seek solutions to the challenges you pose.
4. Describe how Leading on Opportunity's vision and mission to improve economic mobility for children resonates and aligns with your values and experiences (personal and/or professional).

Applications for this position will be accepted until 5 p.m. on April 30, 2019.

Leading on Opportunity is an Equal Opportunity Employer, welcoming people to flourish in an open, inclusive work environment. A diverse pool of candidates of all backgrounds is welcomed, applicants from diverse cultural backgrounds are encouraged to apply.

ABOUT LEADING ON OPPORTUNITY

Leading on Opportunity was formed by a Council that came together to implement the recommendations made by the Charlotte-Mecklenburg Opportunity Task Force's report released in the Spring of 2017. That report was the result of the community's call to action which followed results of a Harvard University/ University of California, Berkeley study of upward mobility for children born into Charlotte's lowest income quintile. The study revealed that Charlotte-Mecklenburg ranked 50th out of 50 large communities in upward mobility for children. Community leaders are committed to creating lasting and systemic change that will significantly improve opportunities for all children living in Charlotte and Mecklenburg County. Leading on Opportunity does not directly operate programs. Instead, we play a leadership and coordinating role around the important goal of economic mobility for the community, especially those experiencing poverty. We connect and convene community members who will help select and implement strategies, engage community partners and track collective progress.

Leading on Opportunity has a small staff comprised of an Executive Director charged with leading a high-functioning, action-oriented team focused on impact. Leading on Opportunity staff provides leadership through engaging various community working groups, coordination, systems analysis and outreach. Leading on Opportunity's Executive Director reports both to the Foundation for the Carolinas and to a 20-member governing Council comprised of funders and community leaders from across Charlotte Mecklenburg. To date, the Charlotte-Mecklenburg community has committed nearly \$3 million to support Leading on Opportunity over the first three years of the initiative.

FOUNDATION FOR THE CAROLINAS

JOB DESCRIPTION

Title: Administrative Assistant Division/Department: Leading on Opportunity

Reporting To (title): Executive Director, Leading on Opportunity

FLSA Classification: Exempt Non-Exempt

Employment Type: Full Time Part Time Intern Temporary/Contract

POSITION SUMMARY

Leading on Opportunity is a collaborative, community-wide initiative launched to serve as the community champion to unite and propel efforts to positively impact economic opportunity for all children in Charlotte-Mecklenburg. Leading on Opportunity serves to amplify, aggregate and accelerate efforts across the community to create a more just and equitable Charlotte Mecklenburg for all children – regardless of income, race or zip code – creating a place where all children feel they belong, have big dreams, and find the opportunities to achieve those dreams.

Housed under the Foundation For The Carolinas, Leading on Opportunity is organized as a backbone organization leading a collective impact effort across Mecklenburg County. We take a systemic approach to address three key determinants of early childhood education, college and career readiness and family stability, while simultaneously focusing on two cross-cutting factors of segregation and social capital – implementing in partnership with the community recommendations of the Leading on Opportunity Task Force Report.

In order for Leading on Opportunity to achieve its ambitious goals, we are seeking a dynamic and detail-oriented Administrative Assistant to ensure the office runs smoothly while providing administrative support to the Executive Director. The ideal candidate should have a proven track record supporting others in a fast-paced, constantly evolving environment. The individual must enjoy challenging work and operating in a performance-oriented environment. Reporting to the Executive Director, the Administrative Assistant plays a crucial role supporting a values, vision, mission and outcomes-driven team responsible for driving Leading on Opportunity's bold work forward. This is a full-time, non-exempt position.

DUTIES & RESPONSIBILITIES

The Administrative Assistant will provide the day-to-day communications, logistics and operations support for Leading on Opportunity. The individual must be passionate about addressing poverty and committed to improving economic opportunity. Under the direction of the Executive Director, the below outlines key responsibilities of the Administrative Assistant.

- Provide administrative support to Executive Director.
- Proactively assist with management of Executive Director's calendar and time.

- Assist in meeting preparation, including conducting research, gathering and creating information for reports and presentations.
- Facilitate information flow and provide timely updates to Executive Director on key organizational issues in advance of meetings.
- Compose, review, proofread and edit documents, correspondence and emails.
- Create and maintain a functional, supportive office environment.
- Efficiently manage day-to-day operations ensuring seamless office operations and logistical coordination (e.g. improve office efficiencies and processes, attentive to costs/budget, order and maintain office supplies, maintain databases, contacts, files, etc.).
- Oversee multiple responsibilities simultaneously, set priorities and enthusiastically respond quickly to requests for information and assistance.
- Manage logistics for the Leading on Opportunity Council and related Council meetings, including preparing agendas, committee packets and previous meeting minutes.
- Schedule meetings for multiple attendees, prepare agendas and record minutes.
- Make arrangements prior to meeting (e.g. room reservations, conference call lines, presentation set-up, food, etc.), facilitate meeting logistics and post meeting arrangements (e.g. clean up, etc.).
- Welcome visitors and escort to appropriate area or persons.
- Receive calls, screen and follow-up to ensure matters are handled in a timely manner.
- Receive, review, sort and distribute all incoming correspondence.
- Schedule travel arrangements (e.g. hotel, flight, ground transportation, etc.).
- Prepare and process expense reports, financial data and payment requests with attention to detail.
- Assist in grant research, grant writing, tracking and reporting.
- Support planning and coordination of special events.
- Complete special projects that support Executive Director.
- Assume other responsibilities as assigned by the Executive Director to support Leading on Opportunity team, maximizing leadership's time.

JOB QUALIFICATIONS

Below is a list of qualities and competencies we are looking for in the person who takes on the critical role of Administrative Assistant.

- Bachelor's degree, or equivalent combination of education and experience.
- Relevant work experience, experience supporting a senior level executive preferred.
- Trustworthy, operates with the highest level of honesty, integrity and discretion handling confidential information, issues and relationships with utmost professionalism.
- Comfortable working with diverse populations, deeply committed to equity and inclusion.
- Superior written communication skills with focused attention on details and accuracy.
- Interpersonally savvy, operating with diplomacy and empathy.
- Communicates effectively in person, via email and phone.
- Efficiently completes tasks with exceptional organization.
- Creative, innovative, solution-focused and forward-thinking.
- Proactive, takes initiative and ownership of work responsibilities, contributes best self at work.
- Works well independently and collaboratively, adding value to team.
- Positive, "can do" spirit, resilient and flexible, remaining calm under pressure.

- Manages conflict effectively focused on finding shared understanding, alignment and agreement.
- Laser focused on community success, able and willing to go above and beyond to do whatever it takes to meet deadlines, achieve organizational excellence, outcomes and impact.
- Coachability and willingness to take direction.
- Committed to continuous learning, growth and improvement, raising the bar of performance.
- Advanced proficiency in Microsoft Office (e.g. Outlook, Word, Excel, PowerPoint, etc.), general computer and Internet research skills, familiarity with Apple-Mac systems preferred.

POSITION SPECIFIC COMPETENCIES

Select from the following position-specific competencies. Please limit the total number of competencies to 10 or less.

All Employees: Communication & Interpersonal Skills

Executive Team: Leadership Strategic Thinking Fiscal Stewardship

All Supervisors: Delegating Responsibility & Empowering Employees Managing Employee Performance Ensures Consistent Policies & Practices

General:

- | | | |
|---|--|--|
| <input type="checkbox"/> Affiliate Management | <input type="checkbox"/> Budgeting & Cost Awareness | <input type="checkbox"/> Building Organizational Commitment |
| <input type="checkbox"/> Building Team Environment | <input type="checkbox"/> Client Records | <input type="checkbox"/> Concern for Employee Satisfaction |
| <input type="checkbox"/> Customer Skills | <input checked="" type="checkbox"/> Dependability | <input type="checkbox"/> Ensures Proper Training in New Technologies |
| <input type="checkbox"/> Entrepreneurial Orientation | <input type="checkbox"/> Equipment Skills | <input type="checkbox"/> Fund Management |
| <input type="checkbox"/> Implementing New Technologies | <input checked="" type="checkbox"/> Initiative | <input type="checkbox"/> Innovative Thinking |
| <input type="checkbox"/> Job Skills | <input type="checkbox"/> Managing Meetings | <input checked="" type="checkbox"/> Managing Multiple Priorities |
| <input type="checkbox"/> Meeting Targets | <input type="checkbox"/> Presentation Skills | <input type="checkbox"/> Product Knowledge |
| <input type="checkbox"/> Productivity | <input type="checkbox"/> Project Management | <input checked="" type="checkbox"/> Quality of Work |
| <input type="checkbox"/> Relationship Building/Networking | <input checked="" type="checkbox"/> Results Oriented | <input type="checkbox"/> Technical Skills |
| <input type="checkbox"/> Time Management | <input type="checkbox"/> Training & Development | <input checked="" type="checkbox"/> Writing Skills |

