

Administrative Assistant

PassageWorks Institute (PWI) is a non-profit organization supporting educators with practices and principles that integrate social, emotional and academic learning and create relationship-based classrooms that are inclusive, meaningful and engaged.

We offer a variety of transformative learning courses, workshops, and whole school projects to K-12 teachers, school leaders, and parents. Our approach includes innovative practices and principles that integrate the **four strands** of our work, namely: **social emotional learning • mindfulness • cultural responsiveness • whole systems thinking.**

PWI is a highly collaborative learning organization that values both personal and professional development. Our board, staff, and faculty are committed to supporting social justice initiatives and to acknowledging and valuing differences.

General Description

Under the direction of the PWI Operations Manager, the Administrative Assistant will provide administrative and programs support to all staff and faculty for the successful delivery of PassageWorks courses and programs.

Responsibilities by Function

Administrative Support

- Welcomes and hosts office visitors
- Checks/responds to email and phone messages
- Opens and sorts mail
- Maintain office calendars – online and physical
- Coordinates and sends packages and large mailings
- Manages inventory and purchases office and course supplies
- Coordinates purchase of equipment and furnishings
- Maintains and organizes computer and office files
- General computer technology management and maintenance
- Database entry and maintenance – Salesforce & iContact
- Manage tasks using Asana, Google Suite, and Dropbox
- Print materials production (internally and with vendor)
- Scribes for office meetings, typing, and organizing notes
- Interfaces with vendors
- Provides logistics support for board and committee meetings
- Other tasks as requested by the Executive Director, Directors, and Operations Manager

Programs Support

- Serve as primary liaison and oversee all operational tasks related to courses and special events, such as:
 - Monitor registration via Eventbrite
 - Secure venue and catering

- Coordination with faculty in regard to materials and itineraries
- Travel arrangements including flights, lodging, and car rental
- Maintenance of course tracking documents
- Compilation and analysis of course evaluations and pre/post surveys
- Assist onsite with courses, workshops fundraisers, and other events including setup, hosting, and cleanup
- Provide additional support to Directors and managers, as assigned

Qualifications and Skills

- College degree or equivalent experience
- Passion for the field of education and PassageWorks' mission
- Culturally responsive and committed to equity
- Office management experience necessary
- Excellent computer skills (Mac OS) and proficient in Microsoft Office (Word, Excel, PowerPoint) and Salesforce (or comparable database)
- Excellent communication skills, both verbal and written
- Outstanding time-management and organizational skills. Experience with Asana a plus
- Team collaborator with good interpersonal skills and openness to feedback
- Demonstrated commitment to professional ethical standards
- Excels at operating in a dynamic, reflective, self-starting environment
- Candidate must have transportation available to run office errands

Closing Date: Open Until Filled, Application Review Begins April 5, 2018

Status: Part-time (Monday-Thursday, 22 hours/week)

Hourly Rate: \$15-\$18/hr.

Benefits: Paid and sick time off, 11 paid holidays, positive and supportive work environment

Application Instructions

To apply please send a cover letter and resume to vunny@passageworks.org with the subject line "Administrative Assistant – [Your Name]". Our hiring committee will review all submissions and contact selected applicants for interviews.

If you have any questions about the position or PassageWorks, please contact Vinita Unny, Operations Manager, at vunny@passageworks.org.

PassageWorks Institute is committed to the principles of equal opportunity and diversity and to attracting and supporting a staff and board who represent the rich diversity of the people of Colorado and the United States. The Institute does not discriminate on the basis of race, religious creed, color, national origin, ancestry, gender, sexual orientation, age, marital status, veteran status, or mental or physical disability. Passageworks is committed to promoting greater cultural responsiveness through our courses, professional development, consulting, publications, and curricular resources.