



Executive Assistant
Smart from the Start
Boston, Massachusetts

OVERVIEW

Smart from the Start is family support, community engagement and school readiness initiative that has as its mission to prevent the achievement gap among Boston's lowest income children. Smart empowers families and communities with the tools, resources and support they need to break cycles of chronic school underachievement and generational poverty.

Smart aims to:

- expand and strengthen early learning opportunities for young children;
- promote parents' role as their children's first teacher;
- provide services and supports to underserved families;
- build neighborhood will, understanding and capacity to support school readiness.

Smart from the Start is offering a comprehensive, coordinated set of services for parents, caregivers and children to support school readiness, including home visiting, parenting education and support, adult education, information and referrals to vital services, fun and educational programs for parents and caregivers together, and activities to support a community-wide focus on school readiness.

JOB RESPONSIBILITIES FOR EXECUTIVE ASSISTANT

- Provide administrative support to the central office;
- Manage data and documentation, as needed;
- Manage schedules, and correspondence for management team;
- Filing, organizing and maintaining documents as necessary;
- Scanning documents, mailings, postage, and faxing;
- Ability to organize travel arrangements for staff and families when needed;
- Maintain office supply inventory by checking stock (supplies for office);
- Assist with or take the lead on special projects and/or events;
- Accounts payable and receivable
- Assisting with HR and payroll;
- Assist with play groups when needed;
- Attend All- Staff meetings and trainings;
- Assist with errand runs;
- Other duties as deemed appropriate by supervisor.

PREFERRED QUALIFICATIONS/REQUIREMENTS: HS Diploma/GED and experience in a fast-paced office environment required, Bachelor's Degree preferred. Significant work experience with culturally diverse families and ethnically and economically diverse communities; Ability to multi-task, develop strong working relationships with others (individuals, families, co-workers, and community agencies); Knowledge of and



familiarity with Boston neighborhoods, community organizations, and schools; Superb written and oral communication skills necessary; Ability to lead others, work independently, and work as part of a team. Driver's license preferred Proficiency in MS Word, Excel, Power Point, Outlook and Access required.

Hours: Full-Time, including some evenings and weekend events; this position will report to the Smart from the Start Office Manager.

Compensation: Commensurate with experience

Smart from the Start is an *Equal Opportunity Employer*