

**Program Administrative Assistant**  
**Full-time, Non-Exempt**

Under the direction of the Director of Program Delivery, the Administrative Assistant is responsible for supporting each of the three California Education Partners (Ed Partners) Collaborations by assisting with the organization of materials, scheduling of meetings, and maintenance of Ed Partners' digital presence for school districts and other external organizations. The Administrative Assistant will work in a team-based environment with Program Delivery and Program Design staff members to support the tools and structures which enable the Program Delivery team to execute the goals of the organization in service of collaborative continuous improvement.

**Competencies expected of an Administrative Assistant include, but are not limited to:**

- An interest in and care for others, striving to understand different cultural values, norms, and context
- Exhibiting integrity, honesty, professional judgment, and empathy in actions and interactions
- Proficiency using various computer-based programs such as Google Apps, Microweb-based technologies, social media, video conferencing, Microsoft Office suite and other digital communication tools
- Strong communication skills, an ability to express thoughts with care and precision, mitigating jargon and avoiding acronyms
- Attention to detail, ability to handle multiple streams of communication and planning tasks
- Openness to new ideas and approaches, taking appropriate risk, and exhibiting resilience in face of failure
- Taking personal responsibility for work quality, while engaging with others in diverse contexts, internally and externally
- Prioritizing team success over individual success, actively seeking to develop skills, while being open to receiving and offering constructive feedback
- Ability to work independently and efficiently on short and long-term projects and effectively prioritize competing requests for time and attention
- Comfort acting as a utility player: willing and able to step up as needed to support the team and our mission

**Key Areas of Responsibility**

*Typical Duties:*

- Partner with the Program Team to ensure that program curricula, systems and tools are effectively supporting a sustainable, coherent and continuously improving portfolio of work across the organization
- Document best practices and support knowledge management across the Program Team



- Help maintain a “knowledge base” of experts, technical assistance providers, and resources to support our collaborations
- Package materials and for sharing, both within and outside the organization
- Provide cross-organizational support including the development and maintenance of cross-organizational tools and processes (e.g. the operating system) to ensure consistency org-wide and support the success of our collaborations
- Communicate consistently with all Ed Partners staff to support collaboration and internal program needs as they arise and change
- Maintain office supplies, equipment, and other resource needs for the teams
- Proactively problem-solve administrative, logistical, and practical concerns
- Greet visitors/clients, field phone calls and emails, put together document packets, and other general administrative duties as needed
- Assist at events, acting as a resource on multiple aspects of coordination and execution of coverings

*\*Duties and responsibilities may change. All Ed Partners employees are encouraged to be flexible and responsive to changes in type and scope of duties.*

**To Apply for this Position:**

- Please use the following link to apply:  
<https://caedpartners.bamboohr.com/jobs/view.php?id=24>