



small steps nurturing center

Administrative Assistant

Department: Administrative

FLSA Status: Non-Exempt

Travel Required: Between Campuses

Job Status: Full-time

Reports to: Director of Advancement

Positions Supervised: None

Work Schedule:

8:00 a.m. – 5:00 p.m. Some evening and weekend hours are required and subject to overtime. Hours worked will be recorded through our payroll time management system.

Mission Statement

To provide an exemplary early childhood program to instill and foster the social, emotional, physical, intellectual, and spiritual growth of economically at-risk children and their families.

Position Summary

Responsible for leading special projects for the Executive Director and supporting key administrative tasks for the Director of Advancement.

To apply, please email your resume and cover letter to hr@ssnc.org.

Reasonable Accommodations Statement

To accomplish this job successfully, an individual must be able to perform, with or without reasonable accommodation, each essential function satisfactorily. Reasonable accommodations may be made to help enable qualified individuals with disabilities to perform the essential functions.

Essential Function Statement(s)

Administrative Assistance

- Collaborate with the Executive Director and Director of Advancement to plan and execute key events and projects, ensuring they are delivered on time, within scope, and on budget.
- Support the organization's leadership team in the execution of strategic objectives.
- Step in to support leadership by performing roles outside of typical project duties in the event of a staff absence or leave.
- Provide development departmental support, including planning the logistics of our Two Step for Small Steps event.

Board of Directors Engagement

- Assist with the preparation for Board meetings and Board evening events, including preparation and distribution of Board packet for Board of Directors meetings.
- Support Board committees in various capacities, such as communication (internal and external), scheduling, setting committee charters, taking minutes, and providing information and research to help guide decision-making processes.

Other

- Contribute to the overall efforts of the Development Program and the Executive Director with a spirit of collaboration.
- Set up and document processes for the Director of Advancement and the Executive Director, as assigned.
- Perform other duties as assigned.

POSITION QUALIFICATIONS

Competency Statement(s)

- Responsible – Ability to be held accountable or answerable for one's conduct

- Reliability – The trait of being dependable and trustworthy.
- Organized - Possessing the trait of being organized or following a systematic method of performing a task.
- Detail Oriented - Ability to pay attention to the minute details of a project or task.
- Communication, Oral - Ability to communicate effectively with others using the spoken word.
- Communication, Written - Ability to communicate in writing clearly and concisely.
- Business Acumen – Ability to grasp and understand business concepts and issues.
- Patience - Ability to act calmly under stress and strain, and of not being hasty or impetuous.
- Working Under Pressure – Ability to complete assigned tasks in stressful situations.
- Honesty / Integrity - Ability to be truthful and be seen as credible in the workplace.
- Accountability - Ability to accept responsibility and account for his/her actions.
- Teamwork – Ability to work in a team.

SKILLS & ABILITIES

Education:

High School Diploma- Required
 Bachelor's Degree (four-year college or technical school)- Preferred

Experience:

2 years of administrative experience- Preferred

Computer Skills:

Proficiency with Microsoft Office Suite
 Experience with Blackbaud Raiser’s Edge, a plus but not required
 Experience with Social Solutions Apricot, a plus but not required

Other:

Preschool Environment: This position will office at our preschool located at 2902 Jensen Drive in the Fifth Ward of Houston.

Ability to manage and prioritize a wide range of responsibilities and tasks
 Ability to work autonomously and manage others’ work in a project environment

PHYSICAL DEMANDS

N (Not Applicable)	Activity is not applicable to this position.
O (Occasionally)	Position requires this activity up to 33% of the time (0-2.5+ hrs/day)
F (Frequently)	Position requires this activity from 33-66% of the time (2.5 – 5.5+ hrs/day)
C (Constantly)	Position requires this activity more than 66% of the time (5.5+ hrs/day)

		Lift/Carry:	
Stand	O	10 lbs or less	O
Walk	O	11-20 lbs	O
Sit	F	21-50 lbs	O
Reach Outward	O		
Reach Above Shoulder	O	Push/Pull:	
Speak	F	12 lbs or less	O
		13-25 lbs	O

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment is usually moderate.

The company has reviewed this job description to ensure that essential functions and basic duties have been included. It is intended to provide guidelines for job expectations and the employee's ability to perform the position described. It is not intended to be construed as an exhaustive list of all functions, responsibilities, skills and abilities. Additional functions and requirements may be assigned by supervisors as deemed appropriate. This document does not represent a contract of employment, and the company reserves the right to change this job description and/or assign tasks for the employee to perform, as the company may deem appropriate.

Employee Signature: _____

Date: _____

Supervisor Signature: _____

Date: _____