



POSITION DESCRIPTION | Assistant to the CEO & Office Manager

Position Summary

The Assistant to the CEO & Office Manager serves as a high-level liaison for both the Board of Trustees and staff of Learn to Earn Dayton. This position is responsible for the execution of strategies to support the governing body and its various committees, and to support the recruitment, onboarding and development for staff within the organization. The Assistant helps to coordinate, advance and report progress on the goals of the strategic plan by ensuring that the Board and the staff are engaged in its development and execution.

The Assistant is also responsible for providing strategic support to improve the functionality, productivity and impact of the organization. The position will assist the CEO and Directors with the execution of administrative tasks that contribute to our strategies to increase academic, economic and social mobility and reduce disparities in student outcomes in Montgomery County.

Learn to Earn Dayton Vision

All learners and their families in our region can thrive – regardless of race, gender, or zip code

Learn to Earn Dayton Mission

Collaborate with cross-sector leaders to ensure all learners in the Dayton region have the resources and opportunities to earn a family-sustaining income

About Learn to Earn Dayton

Learn to Earn Dayton is a collective impact organization serving as an innovator and incubator, dedicated to fostering the success of all Montgomery County children from birth until their graduation from college or selection of a career. Our “Big Goal” is that 60% of Montgomery County’s workforce will have a college degree or industry recognized credential.

Our cradle-to-career, place-based partnerships use a systems-level mindset to transform economic and social environments and improve all residents' life prospects. These partnerships take a whole family approach to build well-being by intentionally and simultaneously working with both children and the adults in their lives. We work to align opportunities that equip families to pursue their goals and thrive.

Position Reports to: CEO
Position Salary: Target hiring salary of \$75,000
Position Terms: Full-Time & In Person / On Site
Occasional Travel
Will supervise and manage staff
Office Location: MCESC Regional Center
4801 Springfield Street - Dayton, Ohio 45431

To apply, please send your cover letter and resume to stacy.schweikhart@learntoearn Dayton.org no later than Friday, April 4, 2024.

Essential Functions:

Planning

Assistant to the CEO & Office Manager

- Coordinate the Learn to Earn Dayton Board cycles and functions, working with the CEO to plan quarterly meetings, new Board member recruitment and onboarding, Board assessment procedures and Board retreats
- Coordinate recruitment and onboarding for new team members, team meetings and professional development opportunities, team retreats and special projects to improve organizational efficiency, productivity and communication
- Coordinate Partnership Agreements in collaboration with CEO and Directors, and work with colleagues to consolidate results in to a report that demonstrates collective impact
- Coordinate strategic planning activities and the tracking of progress toward priorities in the strategic plan ensuring frequent updates to the Board and team

Partnerships

- Serve as a point of contact, liaison and resource for partners
- Provide excellent customer service and ensure timely communication with internal and external partners
- Represent the organization and promote the mission, vision and goals to partners in a compelling and positive manner
- Attend appropriate strategic initiatives functions and community events as required

Office Management

- Work with other staff members to build a friendly, supportive, healthy, high-functioning organizational culture
- Manage and organize office procedures and administrative systems with clarity, integrity and transparency
- Prepare for and manager meetings, events and special projects to support the Learn to Earn Dayton mission, as requested
- Take and distribute minutes and summaries for Board, Committee and Staff meetings; ensure meetings are run efficiently, and with appropriate documentation
- Provide general administrative and program support to the CEO and Directors, including the creation and maintenance of records and reports
- Anticipate needs and focus on solutions, helping to reduce workloads and conflicts

Qualifications:

- Strong work tenure, with a minimum of 7-10 years prior experience supporting a C-Suite and/or elected executives, preferably in a successful and similar or larger-sized education, public sector, nonprofit or foundation organization.
- Bachelor's Degree, with advanced degree and/or certifications preferred
- Experience with critical organizational functions including communications, strategic planning, administrative & fiscal management, program development & management, human resources, and public relations
- Comfort engaging and working collaboratively with diverse individuals and groups, with a personal and professional commitment to equity

Skills and Abilities Required:

- ☐ Highly organized, multi-disciplinary project manager with refined use of office technology and strong time management skills
- ☐ Ability to make critical judgments, work with complex systems and operationalize improvements
- ☐ Comfortable engaging and working collaboratively with diverse individuals and groups, with a personal and professional commitment to equity
- ☐ Strong interpersonal skills, cultural sensitivity and customer service orientation
- ☐ Ability to execute tasks independently with limited guidance or need for technical assistance
- ☐ Creates and maintains a positive work environment, contributing to the healthy culture of the organization in all actions and interactions
- ☐ Exceptional written, verbal and interpersonal communication skills, and is a persuasive public speaker able to effectively represent the organization

Commitment to Equity

We are committed to working with intensity toward equity through all Learn to Earn Dayton initiatives, with the goal of ensuring that *all learners*, regardless of race, ethnicity, gender, zip code, native language, abilities or socioeconomic status, have the opportunity to thrive. We work actively to transform the systems and policies that perpetuate inequities, particularly for Black and Latine students and students experiencing poverty.

Working Conditions

While Learn to Earn Dayton is an independent organization, all employees are contracted through the Montgomery County Educational Service Center and thus are public employees operating in the public trust. Learn to Earn Dayton is funded by philanthropic and public investments and all employee positions are dependent on availability of resources.

- Will require working during evenings and/or weekends
- Will allow for a flexible work schedule, prioritized around meetings and events
- Will include considerable telephone contact and paperwork
- Will require working under time constraints to meet deadlines
- May require operating and/or riding in a vehicle
- May require extended stationary time using a computer and keyboard

The Montgomery County Educational Service Center is an equal opportunity employer offering employment without regard to race, color, religion, sex, national origin, age, sexual orientation or disability. Reasonable accommodation may be made to enable a qualified individual with a disability to perform the essential duties of this position.

This job description does not imply that these are the only duties and responsibilities to be performed. This job description is subject to change in response to funding variables, emerging technologies, improved operating procedures, productivity factors and unforeseen events.