



## LEEF ASSISTANT

Rev. July 2025

**Job No.:** 5308

**FLSA Status:** Non-exempt

**Reports to:** Executive Director, LEEF / Chief Communications Officer

**Pay Grade:** 503

**Dept./Campus:** School & Community Services

**Term:** 226 Days

### PRIMARY PURPOSE:

To provide organizational efficiency for all aspects of LEEF by managing and prioritizing multiple projects and requests each day, which allows the LEEF team to grow the foundation and its impact on Leander ISD students and staff.

### MAJOR RESPONSIBILITIES AND DUTIES

- Ensure accuracy of each task by having an eye for details.
- Schedule and coordinate both internal and external meetings for LEEF team using Google calendar and District's School Dude.
- Ownership of LEEF's Book Portable at Cedar Park Middle School includes packing up incoming requests, updating inventory sheet in Google drive and communicating with LISD facilities.
- Answer incoming calls from community members, donors, district staff and take reliable messages, and promptly route to appropriate staff.
- Management of LEEF's info email includes finding answers from LEEF team members, prompt replies to sender with accurate details and updating donor database in a timely manner.
- Provide clerical and administrative support to LEEF Staff as needed.
- Support LEEF's 3 annual events, through research projects, coordinating vendors, managing RSVP lists and attend as needed.
- Support Executive Director in preparing for LEEF's monthly board meetings and attend as needed.
- Support the Executive Director with monthly financials by processing incoming deposits and expenses using Google drive and QuickBooks.
- Manage and maintain the accuracy of data in LEEF's donor database, Bloomerang, by running reports and capturing information provided in team meetings and incoming emails.
- Maintain confidentiality of all LEEF and Leander ISD information.
- Demonstrates regular and prompt attendance.
- Perform other duties as assigned.

### SUPERVISORY RESPONSIBILITIES

- None

### GENERAL QUALIFICATION GUIDELINES

#### Education/Certification/Experience:

- Graduation from an accredited high school or GED.
- Experience in administrative support work, preferably in public education.

**Knowledge/Skills/Abilities:**

- Knowledge of databases, specifically Customer Relationship Management (CRM) Databases; Adobe to convert documents to PDF or from PDF documents; Canva.
- Skills in working independently, keeping track of own responsibilities and complete tasks on time; time management and project prioritization; Google Documents and Microsoft software (e.g., Excel, CRM Database); creating written and oral communication across multiple platforms to a variety of stakeholders; attention to details at all levels of projects and responsibilities.
- Ability to identify, analyze and resolve problems efficiently; maintain confidentiality regarding all foundation and district data; remain flexible adapt to changing work priorities and work environments; show initiative and resourcefulness rather than waiting for a task or project.

**Mental/Physical/Environmental Demands:**

*The essential functions, pursuant to the Americans with Disabilities Act, may include the characteristic duties, responsibilities, knowledge, skills, and abilities noted herein; however, this is not a comprehensive listing of all functions and tasks performed by positions found in this job description.*

- Needs to occasionally move about inside the office to access file cabinets, office machinery, etc.
- Constantly operates a computer and other office productivity machinery, such as a calculator, copy machine, and computer printer.
- Frequently communicates with other employees or the public.
- Must be able to exchange accurate information.
- Ability to understand, remember, and communicate routine, factual information.
- Ability to organize and prioritize own work schedule on short-term basis.
- Ability to compose letters, outlines, memoranda, and basic reports and/or to orally communicate technical information.
- Ability to communicate with individuals utilizing a telephone, computer, or other electronic device.
- Use standard office equipment including personal computer and peripherals.
- Prolonged sitting; occasional bending/stooping, pushing/pulling, and twisting.
- Repetitive hand motions including frequent keyboarding and use of mouse; occasional reaching.
- Occasional light lifting and carrying (less than 15 pounds).
- Work with frequent interruptions.
- Maintain composure and professionalism at all times.