



Job Title: Administrative Assistant – Executive Leadership Team

Reports To: Chief Financial Officer, Chief Schools Officer, Chief of Strategy & External Affairs, and Chief Operating Officer

Organization: Tejano Center for Community Concerns

Division: Raul Yzaguirre Schools for Success (RYSS)

Location: 2950 Broadway – District Administration

FLSA Status: Exempt

Emp Employment Status: Full-Time

Work Calendar Status: 12 Months (238 Days)

Salary: \$55,000

Revised: April 20, 2026

POSITION SUMMARY

The Administrative Assistant to the Executive Leadership Team provides high-level administrative, organizational, and operational support to the CFO, CSO, CSEAO, and COO. This role is critical to ensuring seamless coordination of executive calendars, meetings, communications, and confidential matters across academic, financial, operational, and external affairs functions.

The position requires exceptional professionalism, discretion, attention to detail, and the ability to manage competing priorities in a fast-paced, mission-driven educational organization.

ESSENTIAL FUNCTIONS

- Provide comprehensive administrative support to multiple C-suite executives, ensuring efficiency and alignment across departments.
- Coordinate executive schedules, meetings, travel, and logistics with a high degree of accuracy and confidentiality.
- Support cross-functional collaboration by serving as a central point of communication between executive leadership, internal departments, and external stakeholders.
- Maintain professional standards in written and verbal communications, document preparation, and records management.
- Exercise sound judgment when handling sensitive information and confidential executive matters.

EDUCATION AND EXPERIENCE

Minimum Qualifications

- High school diploma or equivalent required.
- College coursework in business administration or related fields preferred.

Preferred Qualifications

- Minimum of 5 years of professional administrative experience, including direct support to senior-level executives.
- Demonstrated ability to manage multiple executive calendars and competing priorities.
- Strong gatekeeping and organizational skills, with experience preparing high-quality documents and reports.
- Proficiency in Microsoft Office Suite (Word, Excel, PowerPoint, Outlook; Access preferred).
- Experience in an educational or nonprofit environment preferred.
- Bilingual (English/Spanish) preferred.
- Must successfully pass a background investigation.

Certification & Licenses

- Valid Texas Driver's License with an acceptable driving record.

MAJOR RESPONSIBILITIES AND DUTIES

Executive & Administrative Support

- Manage complex calendars for the CFO, CSO, CSEAO, and COO, including scheduling meetings, prioritizing requests, and resolving conflicts.
- Prepare executive correspondence, reports, presentations, and briefing materials with accuracy and professionalism.
- Coordinate domestic and local travel arrangements, ensuring cost-effective and well-organized itineraries.
- Maintain organized electronic and physical filing systems in compliance with record-retention requirements.
- Track deadlines, commitments, and follow-up items on behalf of assigned executives.

Board & Governance Support

- Provide administrative and logistical support for Board-related activities as assigned.
- Assist the Chief of Strategy & External Affairs with preparation, posting, and distribution of Board agendas and materials.
- Support Board meetings by coordinating logistics, preparing packets, and documenting meeting minutes when required.
- Ensure Board documents are properly signed, distributed, and archived in accordance with organizational standards.

Communication & Stakeholder Relations

- Serve as a professional liaison between executive leadership and internal staff, Board members, partner organizations, and community stakeholders.

- Respond promptly and courteously to calls, emails, and in-person inquiries directed to executive leadership.
- Support executive communication workflows to ensure timely dissemination of information across departments.

Operational Support

- Assist with day to day office operations related to executive leadership, including supply coordination and process tracking.
- Support special projects, audits, initiatives, and events as assigned by the CFO, CSO, CSEAO, or COO.
- Perform other related duties as assigned to support organizational goals.
- Accurately document food items prepared, served, and discarded on a daily basis.

SKILLS, KNOWLEDGE, AND ABILITIES

Skills

- Advanced organization, time management, and multitasking skills.
- Strong written, verbal, and interpersonal communication skills.
- Ability to prepare, maintain, and manage accurate records and documentation.
- Proficiency with standard office equipment and software applications.
- Ability to support meetings, presentations, and executive communications.

Abilities

- Maintain strict confidentiality and exercise sound professional judgment.
- Work independently with minimal supervision while supporting multiple leaders.
- Adapt quickly to changing priorities and deadlines.
- Communicate effectively with diverse internal and external stakeholders.
- Analyze information, organize data, and follow through on assigned tasks.
- Collaborate effectively as part of an executive support team.

OTHER RESPONSIBILITIES

- Work under limited supervision while providing reliable administrative leadership and support.
- Operate within established policies, procedures, and professional standards.
- Utilize resources across departments to support executive initiatives.
- Contribute to the overall effectiveness, professionalism, and continuity of organizational operations.

WORKING CONDITIONS AND PHYSICAL REQUIREMENTS

- Work is primarily performed in a professional office environment.
- Physical demands include occasional lifting, carrying, pushing, or pulling materials.
- Position requires significant fine motor skills for keyboarding and document handling.



- Physical activity distribution: approximately 70% sitting, 15% walking, and 15% standing.

Equal Opportunity Statement

Tejano Center for Community Concerns is an Equal Opportunity Employer. The organization does not discriminate on the basis of race, color, national origin, sex, disability, age, religion, or any other protected status in accordance with applicable law.

This document describes the general purpose and responsibilities assigned to this job and is not an exhaustive list of all responsibilities and duties that may be assigned or skills that may be required.

Reviewed by _____ Date _____

Received by _____ Date _____