

Position Title: Administrative Assistant / Special Projects Manager

Position Type: Full-Time

Location: Hybrid (Indianapolis)

Start: October 2022

Salary Range: \$50,000 - \$55,000

The Organization

The [pilotED Foundation](#) is a nationally-recognized education non-profit that grows schools that focus on equity and social identity development. Since our founding as a small after-school program in Chicago in 2015, we have grown to impact thousands of students across the nation through our schools, programs, and partners.

In the next few years, we will continue to shift the way that the American education system sees, treats, and supports culturally diverse students. We will work to ensure that communities across the country have the schools, education leaders, and policies they need to promote enriching lifestyles among our school communities to end cycles of generational poverty.

The Role

We are looking to hire an Administrative Assistant and Special Projects Manager. The ideal candidate is a high-performing professional who is a jack/jill of all trades and can juggle multiple responsibilities with a lot of attention to detail. Candidates who pursue this position should thrive in a fast-paced organizational environment, understand the importance of cross-functional collaboration and have strong relationship management skills. The Administrative Assistant and Special Projects Manager will work directly with the CEO and COO of the organization and will help in strengthening and optimizing communications, culture and systems that will lead in the successful execution of pilotED's three-year strategic plan and organizational advancement.

Responsibilities

- Executive Support (40% of time)
 - Manage the the CEO's and COO's calendars to ensure their schedules are up to date and deadlines are met;
 - Provide administrative assistance, such as writing and editing emails, drafting memos and preparing communications on behalf of the CEO and COO;
 - Organizing meetings, including scheduling, sending reminders, and organizing events when necessary;
 - Coordinating travel arrangements (both domestic and international) and create trip itineraries;
 - Providing support to the School Support Manager and larger school team to ensure work is carried out on a timely basis; and
 - Provide support on additional projects, as needed
- Special Projects Support (40% of time)
 - Website updating support;

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- Providing administrative and project management support to the leadership team in preparation for board and committee meetings throughout the year, including developing materials for all board meetings;
- Providing administrative and project management support in the implementation of work carried out by the board of directors and its respective committees, including developing materials for all meetings;
- Using various software, including the entire Google Suite (Docs, Slides, Sheets, etc), Adobe Spark, Weebly, and other software to prepare reports and/or special projects;
- Manage internal and external initiatives related to our initiatives, staff development, and school equity work; and
- Data entry for various projects
- General (20%)
 - Financial duties (report creation, tracking, and receipt collection);
 - Contribute toward the development of standard operating procedures in all areas of business and continue to find new ways to improve quality and efficiency; and
 - Collaborate with leaders to build organization-wide best practices

Qualifications

Ideal candidates will have most of the following qualifications, however, if you are missing a couple of them but have high-alignment to the above responsibilities of the role, we still encourage you to apply:

- A Bachelor's degree;
- A minimum of 2 years of experience supporting high-caliber, high paced leaders
- Proven ability to build relationships with diverse stakeholders (non-profit leaders, school administrators, teachers, students and families) as well as with people from diverse backgrounds and identities;
- Entrepreneurial spirit and ability to work in a fast-paced, startup environment;
- Great follow through skills: say what you mean and do what you promise to do
- Strong technology skills relating to blended learning, data analysis, and communications;
- Clear and compelling verbal and written communication;
- Ability to identify problems before they arise;
- Ability to own a project from beginning to end;
- Punctual;
- Ability to work both independently and collaboratively; and
- Reflective, resourceful, willingness to listen, humility, flexibility and a sense of humor.

Compensation

pilotED offers a competitive salary and benefits

- Full healthcare, dental, and vision coverage;
- Travel opportunities;
- Up to 6% 401k match;
- Dozens of organizational holidays each year;
- 10 paid days off each year;



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- 2 week holiday break at the end of the year; and
- Generous annual payment for vacations

How to Apply

Please submit your resume and cover letter to: www.piloted.org/careers

All applicants will be considered. Only those selected for an interview will be contacted. pilotED is an Equal Opportunity Employer and does not discriminate on the basis of race, color, gender, handicap, age, religion, sexual orientation, or national or ethnic origin.