



Administrative Support Specialist Job Description

Reports to: Read Fort Worth Executive Director

Date: June 30, 2019

READ FORT WORTH OVERVIEW:

The Mayor, the Superintendent, business and community leaders in Fort Worth created the Read Fort Worth partnership to focus on dramatically improving early childhood results by connecting and supporting existing initiatives, programs and providers through data, communications, and facilitation using collective impact strategies. The partnership began with a tight focus on the Fort Worth school district and its 34,000 students in pre-K through third grade while laying a foundation for an effort that can grow to serve and partner with organizations across the region and across sectors. The partnership aims to improve student outcomes through engaging and empowering leaders, using actionable data and continuous improvement, aligning resources to what works, pursuing local and institutional policy change, and advocating for equity at all levels of the system.

ROLE OVERVIEW:

The Read Fort Worth Administrative Support Specialist is a member of the Read Fort Worth backbone staff and will provide a variety of administrative and support responsibilities to the organization and Collaborative Action Networks (CANs) at the direction of the Executive Director. This position plays an important role in proactively seeking opportunities to determine ways to streamline activities and effectively support the overall work of Read Fort Worth.

ESSENTIAL RESPONSIBILITIES:

- Administrative support, including maintaining documentation, scheduling, and logistics for assigned project plans and participation in the collective efforts of Read Fort Worth's overall initiatives.
- Provides the Executive Director with scheduling and meeting preparation support.
- Managing projects with the ability to set priorities, meet deadlines and balance demands of multiple tasks, pay close attention to details, competing demands, changing priorities and use of technology to work with increased efficiency.
- Manages office space, organization, storage, supplies, etc.
- Interact and communicate with internal and external partners effectively to build trust and rapport.

- Research and find information for assigned project plans. Ability to navigate internet research and use new software/ systems as required.
- Organize and oversee events to their completion.
- Responsible for meeting set up and logistics, including scheduling and preparing materials for on and offsite meetings as required.
- Manages correspondence with and provides excellent customer service and professionalism to volunteers, external contacts, donors, staff and other constituents.
- Maintains accurate rosters for related committees in organizational databases for organization-wide use, as applicable.
- Maintains and modifies Excel spreadsheets and has familiarity with databases, such as Salesforce.com.
- Prepares communications including letters, memos, minutes, reports and meeting agendas.
- Well versed in using Outlook to schedule meetings, events for multiple constituents.
- Familiarity with web-based applications to create events and manage guests.
- Other projects as assigned.

REQUIRED COMPETENCIES:

Leadership

1. Fosters an environment that embraces and appreciates diversity across the partnership;

Strategic Coherence

1. Works alongside the Executive Director and colleagues to identify opportunities to advocate for solutions to advance the goals of the Collaborative Action Networks and partnership;

Communication

1. Communicates clearly and articulately in speaking as well as writing and is timely in all communication responses;
2. Collaborates with the Executive Director and Communications Consultant to provide input and execute the Read Fort Worth communications plan;

Interaction with Others

1. Builds constructive working relationships characterized by a high level of acceptance, cooperation, and mutual respect;
2. Effectively deals with difficult conversations or situations when they arise;

Personal Effectiveness

1. Takes personal responsibility for the quality and timeliness of work, and achieves results with little oversight, managing own time, priorities, and resources to achieve goals;
2. Adapts to changing business needs, conditions, and work responsibilities;
3. Maintains composure in highly stressful or adverse situations;

REQUIRED SKILLS:

1. Bachelor's degree in Business, Education, Communications, Community Development or equivalent degree. In-depth experience in lieu of a degree may be considered;
2. At least 2-5 years of relevant work experience, including at least 2 years of working in a fast-paced and high-growth non-profit, social enterprise, or business start-up environment
3. Familiarity with the local area and/ or focus of the initiative (e.g. collective impact, education);
4. Outstanding communication and interpersonal skills, with the ability to build authentic relationships with a diverse set of high-profile stakeholders;
5. Embraces technology and well versed in technological solutions for planning and projects
6. Strong knowledge/experience in Microsoft Office Suite, highly proficient in Outlook, Excel, Word, familiar with mail merges, pivot tables, etc.
7. Able to learn and use new software and systems quickly;
8. Independent thinking and able to work with minimal supervision;
9. Exceptional attention to detail;
10. Must be quick, a self-starter, possess ability to look ahead and take charge of a situation often solving problems and think critically about various situations;

This job description does not list every job responsibility and the Administrative Support Specialist may be asked to perform other essential functions as necessary.

This is a full-time position that offers a comprehensive benefits package and the opportunity to be a part of a team focused on preparing all students for success.

Cover letters and resumes can be emailed to: anel.mercado@readfortworth.org