



## **Dimensions Educational Consulting**

**Position: EXECUTIVE ASSISTANT**

**Reports to: EXECUTIVE DIRECTOR**

### **OVERVIEW:**

Organize, administrate, and support the work of the Executive Director and Dimensions consulting and programs; Coordinate effective flow of organizational calendar and activities; Assure that clients, partners and program participants receive timely and appropriate communications regarding training and programs; Manage business ledgers for Accounts Payable and Accounts Receivable; Liaison with accountants and corporate officers to provide necessary documentation for payroll, grant management and financial reporting.

### **SPECIFIC ADMINISTRATIVE PRIORITIES:**

- Coordinate effective communication between the Executive Director, clients, program participants and independent consultants. Schedule meetings and maintain organizational calendar of events. Support the negotiation and finalization of all contracts; coordinate accounting and billing procedures and ensure ongoing communications toward timely and efficient invoicing and payments.
- Coordinate communications with and across Board of Directors; work with Executive Director to organize, administrate and support board meetings as needed; communicate with board members between meetings regarding next steps.

### **GENERAL ADMINISTRATIVE RESPONSIBILITIES:**

- Present knowledgeable and professional image as front-line representative of DIMENSIONS to consultants, clients, program participants and partners.
- Handle incoming calls by responding to general inquiries, forwarding to ED and/or delivering to voicemail.
- Check DIMENSIONS office email box daily, respond to and/or distribute emails as appropriate to ED and/consultants. Ensure that information flows accurately.
- Retrieve and distribute incoming USPS mail.
- Mail resource materials as needed, making sure that information requested is promptly distributed and marketing suite of resource materials are available.
- Maintain office supplies:
  - Maintain mailing supplies, including postal stamps and supplies from USPS, FedEx, etc.; stock various sized envelopes, labels and stamps, etc.
  - Inventory office supplies and restock as needed.
  - Support ED in ordering general and special order program supplies as needed.

### **Administrative Support for Programs:**

- Update office calendar with all prospective dates for DIMENSIONS trainings, consultations, and major business meetings.
- Provide general administrative support to the Executive Director for all Dimensions Programs.
- Coordinate travel and lodging for meetings and projects
- Track and manage documentation for spending related to program budgets
- Keep up with regular filing and communication as needed.
- Copy, distribute and file program resources.
- Provide administrative support for the creation of slides, presentations, and handouts.
- Maintain weekly deposit journal for all program generated income.

**Administrative Support for Development:**

- Provide communication and support for LOI grant processes
- Maintain the DIMENSIONS Grant Log and Proposals Log.
- Identify grants and maintain application timelines.
- Draft “Thank You” correspondence for all grants received and obtain necessary signatures.

**IT Support**

- Provide basic level IT Support in the following areas:
  - Work with web consultant to update website and make edits or changes as needed
  - Manage easy operation of printer, copier, and fax machine
  - Manage contact with IT consultants related to office computers; troubleshoot issues
  - add/remove info from website
- Manage ring central phone system; troubleshoot as needed
  - set up/delete phone extensions
  - create/close electronic accounts
  - manage passwords

**Database/Communications Support**

- Generate seasonal updates & newsletter
- Maintain Dimensions contacts via database and mailing list on Constant Contact and Quickbooks.
- Follow-up on incorrect contact information and input updated correct information.
- Maintain weekly “hot-sheet” of prospective inquiries and consultations. Create monthly summary of prospective inquiry/consultation list for distribution to Executive Director.

**Requirements:**

BA, administrative/office experience  
Highly organized and detail oriented  
Ability to manage and execute numerous projects simultaneously  
Excellent writing and communication skills  
Proficiency with Microsoft Office suite  
Flexible and willing to work as part of a team  
Facility with content management systems a plus

Salary range \$35,000-\$39,000

Submit resume and cover letter to [info@dimensionsedc.com](mailto:info@dimensionsedc.com)