



Education Partnership of the Permian Basin JOB DESCRIPTION

JOB TITLE: Executive Assistant

STATUS: Full Time / Exempt

REPORTS TO: Executive Director

LOCATION: Midland-Odessa, TX

About the Organization

The Education Partnership of the Permian Basin (EPPB) is a local/regional, non-profit organization based on the Collective Impact model. EPPB's vision for the Permian Basin is a community where students love to learn, teachers love to teach, and people love to live. EPPB's vision for education is that Permian Basin students perform at the highest level and earn degrees or credentials with workforce value, while EPPB's mission is to help improve education outcomes for all students in the Permian Basin from cradle to career.

General Description

The Executive Assistant reports directly to the Executive Director and performs a wide range of complex and confidential administrative and clerical support duties. The Executive Assistant position requires knowledge of the nonprofit sector and includes responsibility for office management and support for all major initiatives of the EPPB. The Executive Assistant position requires a high level of confidentiality, accuracy, and attention to detail. The primary duties are assisting the Executive Director, maintaining office operations, financial record keeping, scheduling, and working on special projects as needed. Typical 40-hour work week; Monday-Friday, with occasional evenings and weekends for special projects, meetings, and assignments.

Essential Duties and Responsibilities

Office Management:

- Act as administrative support to the Executive Director.
- Support staff as needed across the full range of EPPB activities.
- Provide office administration and support.
- Organize office and assist in ways that optimize and improve administrative processes.
- Perform basic bookkeeping tasks including tracking income & expenses, mailing checks, invoicing, and running financial reports.
- Ordering and taking stock of office supplies
- Monitor budget including tracking expenditures and providing reports.
- Carry out all administrative/office duties; filing, typing, copying, scanning, emails, maintaining filing system (both physical and digital) and oversee day to day office operations.
- Maintain appointment schedules for the organization.

- Plan and schedule meetings.
- Manage all scheduling and travel logistics for the EPPB team.
- Perform any clerical duty or task as assigned.
- Attend all staff meetings and any other meetings as required. Compile, transcribe, and distribute notes and minutes of meetings.
- Maintain the strictest of confidentiality.

Board Support:

- Support Executive Director with Board communications.
- Serve as a liaison to the Board of Directors
- Assist Executive Director with preparation of Board packets and materials for meetings.

The Executive Director may periodically add, change, or eliminate specific responsibilities and tasks assigned to this position.

Qualification Requirements

Education and Experience: College degree preferred, or an equivalent of education plus experience in an office environment and non-profit organization. Minimum of three years related experience with proven office administration and customer service skills required. Solid working knowledge of office processes and business/non-profit policy development. Working knowledge and experience with computer software and electronic communication tools: QuickBooks, Microsoft Office 365 and Google tools.

Special Skills

- Commitment to the vision, mission, and purpose of the Education Partnership of the Permian Basin.
- Ability to learn and evolve from failures and missteps; Passion to learn and grow.
- Attention to detail and accuracy.
- Team player who can work with partners/participants to support community success.
- Flexibility and the ability to work autonomously as well as take direction as needed.
- Creative individual who can work effectively with multiple constituencies.
- Excellent communicator capable of explaining collective impact work effectively to community partners.
- Ability to function independently within established guidelines and policies.
- Bilingual (English and Spanish), a plus.

Physical Demands:

- The physical demands described here are representative of those that must be met by an individual to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential job duties.



- Requires ability to read information on correspondence, program data, proposals, and financial documents.
- While performing the duties of this job, the individual is required to stand, walk, sit, stoop, reach, and lift (maximum 25 lbs.).

Environmental

- The position is on-site, at the Education Partnership of the Permian Basin office location. EPPB maintains a non-smoking office environment

Salary

- Competitive salary; Commensurate with experience.

SEND RESUME AND LETTER OF INTEREST TO: adrian.carrasco@educatepb.org