

Job Title: Executive Assistant

Organization: S.E.E.K Foundation, Inc.

Location: 990 Biscayne Blvd. #503, Miami, FL 33132

Position Type: Full-Time

Salary Range: \$40,000 - \$55,000

About Us: S.E.E.K Foundation is dedicated to making STEM and STEAM education accessible for children across communities in the United States, especially minorities living in under resourced and marginalized neighborhoods. We strive to provide workshops and after-school programs to equip children from elementary to high school with critical skills to facilitate economic opportunities with the expectation that they will become lifelong problems solvers and drivers of innovation in their communities. Our team is committed to making a positive impact in the community, and we are looking for a highly organized and proactive Executive Assistant to support our executive team and help us achieve our mission.

Job Summary: The Executive Assistant will provide comprehensive administrative support to the executive team, ensuring efficient operation of the executive office. This role involves managing schedules, handling correspondence, coordinating meetings and events, and performing a variety of administrative tasks. The Executive Assistant will act as a liaison between the executive team and internal/external stakeholders, always maintaining professionalism and confidentiality.

Key Responsibilities:

- Manage and maintain executive schedules, including appointments, meetings, and travel arrangements.
- Prepare and edit correspondence, communications, presentations, and other documents.
- Handle incoming and outgoing communications on behalf of the executive team.
- Coordinate and organize meetings, including preparing agendas, materials, and taking minutes.
- Assist in the preparation of reports, proposals, and presentations.
- Maintain confidential files and records.
- Manage special projects and initiatives as assigned by the executive team.
- Serve as a point of contact between the executive team and internal/external stakeholders.
- Provide administrative support to board meetings, including scheduling, preparing materials, and taking minutes.
- Assist with the planning and coordination of events and fundraisers.
- Perform general office duties, such as ordering supplies and managing office equipment.

Qualifications:

- Bachelor's degree in Business Administration, Management, or a related field.

- Proven experience as an Executive Assistant or in a similar administrative role.
- Strong organizational and time-management skills.
- Excellent communication and interpersonal skills.
- Proficiency in Microsoft Office Suite and other relevant software.
- Ability to handle sensitive information with discretion and maintain confidentiality.
- Strong problem-solving and decision-making abilities.
- Ability to work independently and as part of a team.
- Knowledge of non-profit organizations and their operations is a plus.
- 5 + years of experience

Key Competencies:

- Attention to Detail: Ensures accuracy and thoroughness in all tasks.
- Communication: Strong verbal and written communication skills for diverse audiences.
- Organization: Ability to manage multiple tasks and prioritize effectively.
- Initiative: Proactive in identifying opportunities and solving problems.
- Professionalism: Maintains a high level of professionalism and confidentiality in all interactions.
- Collaboration: Works well with a team and builds strong relationships with internal and external stakeholders.

Benefits:

- Competitive salary based on experience (1099 status) and or W2
- Health insurance package for full time staff (eligible after 90-day probation)
- Opportunities for professional development and growth
- Supportive and collaborative work environment

Contact us: www.seekedu.org | info@seekedu.org | 1-888-346-5552

Application Deadline: Until position is filled

S.E.E.K Foundation, Inc. is an Equal Opportunity Employer. We celebrate diversity and are committed to creating an inclusive environment for all employees.