



Executive Administrative Assistant

Job Overview (Community-Focused & Outcomes-Oriented)

Join the Grade A Plus (GAP) team in Columbia, MO, and become a vital administrative professional dedicated to driving community-based restoration and educational equity for “at-risk” youth and families. This role is essential for ensuring organizational capacity and requires an eye for the value of time and resource allocation, enabling our team to deliver coordinated programs to 60-75 students and families each term. As the central administrative resource, you will translate organizational efficiency into measurable community impact, serving as a crucial support to the Executive Director in catalyzing change where educational enrichment meets the street.

- *Schedule:* Expected work is 20 hrs. a week, afternoons only from 2-6 p.m., with possible increases in virtual activity and meetings (no more than 5 hours per month).

Key Responsibilities (Outcomes-Oriented)

The Administrative Assistant position requires someone with strong organizational capacity, an eye for the value of time, and strategic resource allocation to ensure Grade A Plus meets its community goals. Day-to-day responsibilities focus on mission-critical support:

- **Executive Support & Resource Management:** Provide high-level administrative support to the Executive Director, prioritizing communication, scheduling, planning, and the organized file management of contracts and agreements to ensure time and resources are optimally allocated.
- **Coordinated Program Success:** Work cohesively with multiple team leaders to synchronize efforts and achieve coordinated program outcomes.
- **Data-Informed Impact:** Manage data entry for attendance hours, program participation, enrollments, and academic assessment/grade data using Google file storage.
- **Community Gateway:** Serve as the agency’s professional face, providing a welcoming visitor experience and managing centralized communications (email, text, and phone via Google Voice) with staff, clients, and the public.
- **Family Enrollment Coordination:** Coordinate and manage student and family enrollment processes at the start of each term, ensuring all information is accurate and maintained throughout the year.

- **Operational & Staff Capacity:** Maintain efficient in-office operations (printing, copying, filing, storage) and assist with processing new hire and volunteer forms, background checks, scheduling, time sheets, and monitoring workloads to build team capacity.
- **Technology Fluency:** Utilize a working knowledge of key software, including Google Workspace, Microsoft Word, Microsoft Excel, Monday.com, Canva, and Zoom/Otter, to facilitate all tasks efficiently.
- **Professional Interactions:** Maintain confidentiality and professionalism in all interactions.
- **Administrative Efficiency:** Handle time-sensitive administrative tasks.

What will help you thrive in this role?

- Previous administrative experience supporting an Executive Director or Program lead.
- Highly organized with strong attention to detail and problem-solving skills.
- Ability to manage multiple priorities in a flexible and fast-paced environment.
- Professional, approachable, family-focused demeanor.
- Ability to maintain composure under pressure and handle confidential information.
- Proficient with Microsoft Office, Google Workspace, Monday.com, Zoom/Otter.
- Timely, reliable, and dependable attendance record.
- Energetic and invested focus on one's work and the agency's mission.

Educational Qualifications

- An associate's or Bachelor's degree in Business Administration, Nonprofit Management, Public Administration, or a related field is preferred.
- An equivalent combination of education and significant administrative experience supporting an Executive Director or senior leadership role may be considered.

Grade A Plus Incorporated

Grade A Plus Incorporated (GAP) is a community-based grant and donor-funded not-for-profit agency based in Columbia, MO, and founded in 2000 to serve "at-risk" youth and families to obtain academic, enrichment, and mentoring support activities that can assist youth in pursuing success in and out of school. The agency provides Out of School Programming and Family Leader Development services at a location different from the administrative office site, three afternoons a week during the Fall and Spring terms each year, five afternoons during the summer term, and some evenings and virtual program times. The

agency operates using a team leadership model focused on Academic, Enrichment, and Mentoring Support. The Board of Directors also uses the team model focused on fund development, marketing, and community outreach. The agency serves approximately 60-75 youth across two 10-13-week terms in Fall and Spring, and a 7-week summer term. We are committed to providing responsive and supportive services in an environment that puts students and families first, equipping them with the skills and experience needed to pursue success in and out of school. Also, we support a diverse student and family population from all segments of the city. The above summary of position responsibilities is not intended, and should not be construed, to be an exhaustive list of duties, skills, efforts, physical requirements, or working conditions associated with the position. It is intended to be an accurate reflection of those principal position elements essential for making decisions related to position performance, employee development, and compensation.