



## **Executive Assistant and Communications Manager – Job Description**

### **Our Mission**

To create and advance high quality, diverse educational communities that teach children the foundations of life-long learning and social responsibility.

The Executive Assistant and Communications Manager is responsible for the efficient organization and implementation of administrative tasks required to support the Executive Director and administrative team in all aspects of program management. This position is integral to the strategic leadership of the organization and is responsible for ensuring that the Wonders mission and brand is communicated to all internal and external community members. Primary responsibilities will be administrative support to the Executive Director and the Board of Directors, leading communication and marketing initiatives, implementing development activities, and program assistance.

Wonders Early Learning + Extended Day actively supports the career and professional advancement of staff through continuing education. A minimum of 24 hours of such training is required yearly.

### **SUPERVISOR**

Executive Director

## **MAJOR DUTIES AND RESPONSIBILITIES**

### Administrative Duties

- Direct support to the Executive Director to facilitate the Executive Director's oversight of Wonders
- Prepare and edit correspondence, communications, presentations and other documents
- File and retrieve documents and reference materials
- Coordinate meetings, including attendee management, materials preparation, room set-up, meals, and issue resolution
- Conduct research, assemble and analyze data to prepare reports and documents
- Create and manage all Wonders calendars
- Develop and manage organizations data forms and applications
- Manage development database, reports and acknowledgements
- Provide assistance to the Wonders Board, including maintenance of all Board documents, facilitating communication to the Board, and preparation for meetings
- Take notes in meetings ensuring that proper follow-up and deliverables are calendared and kept on task
- Prepare for distribution to the Wonders community, all communication from the administrative team and Board of Directors
- Logistical support for both internal and external for organizational activities, conferences, events, and meetings
- Assist with special projects and other general office tasks as needed or assigned
- Support the administrative team when needed

### Community Outreach and Marketing

- Strive to further the Wonders mission and brand
- Collaborate with Executive Director to develop and execute messaging and communications strategies that will deepen impact and support Wonders' growth.

- Facilitate marketing efforts: produce social media and website content, monitor website analytics and other web based media
- Work with program leadership to keep vital partners, including parents, volunteers, and critical community members engaged through clear communications
- Responsible for the design and maintenance of the website and all forms of social media messaging. Exercise expert communication skills including written, visual, and oral.
- Work with all internal stakeholders to support consistent messaging and branding across the organization.
- Actively participate in fundraising and community efforts (Annual Pink Party, book fairs, charity participation, family picnic, etc.)
- Acts as the liaison for all Wonders professional partners

## **QUALIFICATIONS**

Bachelor's Degree required. The ideal candidate will have an interest in nonprofit management and the social services sector. This position requires the ability to work in a fast-paced environment. S/he will have strong communications skills, both written and verbal, and the ability to represent Wonders with business and nonprofit professionals. Other qualifications include:

- An energetic and enthusiastic person who has the capacity to manage multiple, ongoing projects in a fast-paced environment
- Minimum of four years related experience, demonstrating success working independently with minimal oversight.
- Highly collaborative style; experience developing and implementing communications strategies.
- Expert writing, editing and verbal communication skills.
- Experience in writing for development/fundraising campaigns preferred.
- React quickly and easily to last minute changes in tasking
- Highly organized with ability to prioritize projects and tasks, paying close attention to details
- Technology skills and experience with Google Suite, Microsoft Office software including Power Point, Excel, as well as WordPress and other social media platforms
- Creativity a plus