



Job Description: Administrative Assistant

Wellness in the Schools is a national non-profit organization with the bold vision to eliminate obesity related illness that begin in childhood. We partner with public schools to provide nutrition and fitness education, healthy scratch-cooked meals and active recess periods in order to teach kids healthy habits to learn and live better. Our approach improves student outcomes and drives systemic, long-term change, shifting school cultures.

Qualifications

- 1+ years experience in an office administration role
- A bachelor's degree
- Proficiency in Microsoft Office and other administrative software tools (ex: QuickBooks, Salesforce, Google Drive)
- Excellent organizational and communications skills (both written and verbal)
- Ability to thrive in a fast paced, collaborative, ever changing environment
- Ability to multi-task and to exercise good judgment
- Detail-oriented and deadline-focused
- Able to work independently and take initiative
- Passion for WITS' mission

Responsibilities (including, but not limited to)

Leadership Support

- Shadow Executive Director at meetings, take minutes, follow up with those assigned to tasks
- Support on all aspects of organizational strategic growth and new programming
- Schedule and confirm appointments, phone calls, travel as needed
- Schedule Board of Directors (BOD) meetings and other tasks to support BOD
- Prepare and manage staff meetings
- Update donor database on a regular basis
- Proofread and copy edit written materials as necessary
- Prepare letters and correspondence as necessary

General Support

- Office Management
- Assist with entering financial transactions and tracking data
- Assist with fundraising duties (includes grants, events, communications and marketing as needed)
- Support in the onboarding of new employees and other Human Resource functions
- Fulfill variety of clerical duties in support of day-to-day operations

Details

- Compensation based on experience starting at \$38,000
- This position reports to the Executive Director

WITS provides equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, religion, sex, gender, national origin, age, disability or [genetics](#). In addition to federal law [requirements](#), WITS complies with applicable state and local laws governing nondiscrimination in employment in every location in which it operates.