



Receptionist/Administrative Assistant

Status: Exempt Date: October 2018

Who We Are:

Education Commission of the States (ECS) partners with education policy leaders nationwide to address issues by sharing resources and expertise. We are proud to serve both the people who develop and implement education policy and the students who directly benefit from effective policy change. Every day, we provide education leaders with unbiased information and opportunities for collaboration because informed policymakers create better education policy.

We were named by *The Nonprofit Times* in both 2017 and 2018 as one of the **Top 50 Best Nonprofits to Work For**. In the surveys conducted, Education Commission of the States' employees expressed the strongest satisfaction in the categories of leadership and planning, role satisfaction, work environment, relationship with supervisor, pay and benefits, and overall engagement. We are an equal opportunity employer offering competitive salaries and an outstanding benefits package. ECS provides an exciting intellectual environment, a collegial workplace, flexible hours and an organizational structure that encourages teamwork.

Who You Are:

The Receptionist/Administrative Assistant's primary responsibilities are greeting visitors and providing administrative and database support.

Essential Duties and Responsibilities:

1. Greets ECS visitors and guests and directs them to the appropriate staff member.
2. Performs scheduling tasks, including: calendar coordination, purchase airfare and lodging, reserve conference rooms and tele-conference services, select and order catering, and assemble attendee packets.
3. Prepares correspondence, presentations, email communications and excel spreadsheets.
4. Maintains Salesforce database contacts and creates export lists for merging.
5. Uploads articles into the digital library.
6. Serves as point person for scheduling and catering for the ECS Learning Lab.
7. Serves on the ECS Social Committee, distributes birthday cards and helps plan celebrations.
8. Creates invoices for ECS conference registration fees and collects payments.
9. Responds to telephone and email communications.
10. Attends ECS staff meetings as required. May take notes as necessary.
11. Performs word processing, photocopying, faxing, data entry and other administrative duties as assigned.

Job Specifications:

- Minimum of two years' experience working as an administrative assistant.
- Proficient utilizing Microsoft Office programs (Outlook, Excel and Word)
- Excellent organizational skills including ability to prioritize and coordinate multiple tasks.



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Your education policy team.

- Excellent written and verbal communication skills including professional phone etiquette.
- Excellent interpersonal skills with the ability to effectively interact with internal and external business partners and staff at all levels.
- Able to coordinate projects to a successful completion with little or no supervision.
- Responds promptly to shifts in direction, priorities and schedules.
- Uses sound judgment and problem resolution skills, often makes decisions in supervisor's absence.
- Thinks strategically and is proactive.

Supervisory Authority:

Does not have supervisory authority. Receives direct supervision.

Financial Authority:

Will be trusted to use ECS corporate credit card for catering and travel reservations according to ECS travel and reimbursement guidelines.

Communication:

Communicates daily with ECS staff, consultants and other constituents.

Physical/Cognitive Demands:

Must meet deadlines, make decisions quickly under pressure, assume independent responsibility, be able to troubleshoot, have sound judgment and willingness to support the ECS team.

Working Conditions:

The noise level in the work environment is usually moderate. Must be able to operate the following equipment: personal computer, telephone, copier and fax.

Compensation and Benefits:

ECS offers competitive compensation and benefits, including: health; dental; life, long term disability and vision insurance; flexible spending account; health reimbursement account; and a yearly contribution to your 403b retirement plan. This position is located in Denver, CO. The salary range for this position is commensurate with experience.

Applying for the Position:

To be considered for this position, please send a resume, cover letter/e-mail to Kate Haggerty/ khaggerty@ecs.org. The subject line in your e-mail should read "Receptionist/Admin Asst."

Deadline to apply: All applications must be received by close of business on Wednesday, October 17, 2018.

Education Commission of the States is an equal opportunity employer that believes in developing and supporting a diverse work force.