



Literacy Council of Northern Virginia

Job Title: Executive Assistant

Hours: 40 hours per week during office hours, 9:00am – 5:00pm, Monday-Friday

Reports to: Office Manager

Purpose: To advance the mission of the Literacy Council of Northern Virginia by supporting the executive leadership team in an administrative capacity and by facilitating communication with external stakeholders, e.g., clients, volunteers, donors, partners, Board members

Administrative

1. Front office management of phones, visitors, mail distribution, book sales.
2. Support resource librarians with book returns, book orders, etc.
3. Manage classroom use for both internal and external scheduled requests.
4. Maintain organizational and staff Google calendars and schedules.
5. Order office supplies, program supplies, graduation supplies, and letterhead stationery supplies.
6. Maintain data base address additions, changes and corrections.
7. Provide administrative support to executive team as needed, e.g. preparation for Board meetings, annual audit, grant reports, general mailings, etc.
8. Process bulk mailings and go to post office with pieces to be mailed.
9. Responsible for overseeing the day-to-day order of common office spaces, such as the kitchen, library and reception area.
10. Review job applications. Communicate to staff or file as necessary.
11. Keeper of sign in/out sheet for organizational equipment, i.e. camera, projector, smart board supplies, laptops, display board.

Financial Support

1. Open all mail and record incoming checks. Make copies of checks and accompanying documentation for development department.
2. Review all bills to be paid weekly. Write vouchers for credit card receipts.
3. File paid invoices in a timely manner.
4. Manage walk-in book sales transactions. Take credit card sales over the phone.
5. Update book price list.
6. Prepare items for recording of cash receipts and subsequent deposit.
7. Log and record receipts from staff credit card use.

Program support

1. Provide Spanish translation for incoming calls and visitors.
2. Help with learner intakes for ELL classes and Basic Literacy programs.
3. Prepare tutor book allotments for trained volunteers.
4. Assist with class registration recruitment mailings, mailing class schedules, all bulk mailings for programs.
5. Participate actively in class registrations each semester in preparation as well as onsite.
6. Assist program managers with calls to students as needed.
7. Assist with student communications for program information.



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Qualifications

- Education: Minimum high school graduate
- Experience: Minimum of one year administrative/receptionist
- Bi-lingual Spanish/English
- Proficient with Microsoft Office (Word and Excel)
- Basic knowledge of Quickbooks preferred
- Exceptional attention to detail and punctuality
- Database management experience plus (Salesforce preferred)
- Has own transportation and is able to do errands for LCNV, e.g. post office
- Outgoing, cheerful demeanor. Greets clients in person and on the phone in a welcoming and positive manner
- Ability to handle money, e.g. give correct change, calculate book sales including tax, help with credit card transactions
- Ability to handle confidential information

The Literacy Council of Northern Virginia is an Equal Opportunity employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, gender, national origin, disability, or any other basis prohibited by law.