



Administrative Assistant

At the *Institute for Educational Advancement* (IEA), we believe that, in order to fully actualize their abilities, children require strong academic and personal development programs provided by skilled educators, administrators, and professionals. IEA is not limited to one approach to learning, but seeks the best strategy for each individual child. As one of the nation's leading organizations for gifted and talented youth, we are committed to the whole child, inspiring students to grow and find balance among all five aspects of self: intellectual, emotional, social, spiritual, and physical.

IEA is seeking an Administrative Assistant who will work with the executive team and program staff to help develop and implement quality supplemental programs for gifted elementary, middle and high school students.

The ideal candidate is confident, detail-oriented, has excellent communication skills, is experienced with problem solving in a work environment, and is able to focus on the big picture. He or she is a self-motivated individual who enjoys being part of a team, is interested in working with gifted students and families, and is committed to the long-term success of IEA's program goals and constituents.

Essential Functions:

- Support functions include reception, clear communication with families and educators, record-keeping and data entry, document management, and office organization
- Work with program staff to deliver year-round supplemental programs for gifted youth, which may include some evenings and weekends
- Process incoming and outgoing mail
- Compose, transcribe and edit correspondence
- Answer phones and respond to emails
- Contact vendors and service providers as needed, order and maintain office supplies
- Assist program staff in maintaining databases, processing applications, and preparing materials
- Help book travel arrangements for president and staff
- Schedule and setup meetings and events
- Light bookkeeping, as necessary

Minimum Qualifications:

- Bachelor's Degree
- Minimum of three years' office support experience, including light bookkeeping
- Excellent interpersonal, written and oral communication skills
- Organization, attention to detail and ability to multi-task
- Ability to work independently with minimal supervision
- Proficient computer skills, including Windows, Microsoft Office Suite and Adobe

This is a part-time, non-exempt position located in Pasadena, CA. Interested persons should submit cover letter and resume. Resumes without cover letters will not be considered.