

Executive Assistant

String Theory Schools is seeking a motivated and organized Executive Assistant to support the leadership team of our nonprofit education management corporation in Philadelphia. The Executive Assistant will play a crucial role in ensuring the smooth operation of our organization by providing high-level administrative and logistical support.

Responsibilities

- Assist the executives in managing their schedules and appointments
- Prepare and coordinate documents, presentations, and reports for internal and external meetings.
- Act as a liaison between executives and staff, handling inquiries and relaying messages effectively.
- Help plan and coordinate events, workshops, and meetings
- Assist in drafting and editing various communications, including emails, letters, and announcements.
- Maintain key relationships with partner organizations and Incubators
- Submit purchase orders and keep organized within Google Drive
- Handle incoming phone calls, emails, and correspondence, prioritizing and responding as necessary.
- Attending operations meetings acting as liaison between innovative projects and school schedules

Qualifications:

- Bachelor's degree or equivalent experience preferred.
- Proven experience as an Executive Assistant or in a similar administrative role.
- Exceptional organizational skills and attention to detail.
- Strong written and verbal communication skills.
- Proficiency in Google Suite and other relevant software.
- Ability to multitask and manage priorities in a fast-paced environment.
- Discretion and professionalism when handling sensitive information.
- Excellent time management and problem-solving abilities.
- Flexibility and adaptability to changing priorities.
- A positive and proactive attitude, with a willingness to learn and contribute to the team.

Benefits

- Collaborative and inclusive work environment.

- Contribution to a meaningful mission in education and community development.
- Excellent health benefits (for both you and your family), retirement benefits, and more!

Please visit our website at <https://www.stringtheoryschools.org/career/join-our-team> to learn about the application process. Send all required materials to employment@stringtheoryschools.org.