



Office Manager and Executive Assistant – Full Time

Mission: REACH Prep provides access to transformative educational experiences that empower underserved, high-achieving students to graduate from top colleges and emerge as the next generation of leaders.

For 25 years, REACH Prep has helped motivated and talented black and Latino students from underserved communities in Fairfield and Westchester counties and the Bronx gain admission to and thrive in rigorous independent schools. REACH Prep's model of access to high-quality education along with sustained, extensive and long-term support achieves college success rates that defy trends and national statistics.

REACH Prep seeks a highly organized, committed, detail oriented, enthusiastic and motivated candidate for its Office Manager and Executive Assistant position. This position will serve as a collaborative and instrumental member of a small and dedicated team and will report to the Chief Executive Officer. REACH Prep is easily accessible for those traveling from New York City or New Haven. REACH Prep's office is conveniently located in downtown Stamford near Harbor Point and within a short walking distance from Stamford's Metro North Station.

Responsibilities:

Executive Assistance to the Chief Executive Officer (CEO)

- Assist with correspondence, calendar management, and meeting preparation.
- Assist with archiving and filing of CEO documents.
- Work on special projects and assignments as needed.

Office Management

- Manage and maintain office-wide space, inventory, equipment, and files.
- Manage reception, telephone dispatching, general emails, mail log, general inquiries and oversee internal office calendar.
- Assist Director of Administration and Finance with vendor files and filing, including preparation for the annual audit.
- Work with contractors and vendors to maintain copier/printers, telephone system, postage machine, workstations/server, office space, and supplies.
- Coordinate organizational memberships.
- Monitor and update constituent information as needed in Salesforce.

Qualifications:

- College degree required.
- Fluency in Spanish required.
- Minimum three years full-time relevant work experience.
- Excellent organizational and communication skills, including exceptional writing and problem-solving skills.
- Highest attention to detail, initiative, flexibility, ability to manage multiple projects, and strong ability to plan and meet all deadlines.
- Excellent interpersonal skills and experience in environments and communities with constituents from diverse backgrounds (ethnic, socio-economic, educational).
- Strong computer skills, including Office Suite and Salesforce.
- Demonstrated interest in educational access and commitment to expanding opportunities for underserved youth.
- Availability to work occasional evening and weekend hours, as needed.
- Valid driver's license.

Start Date: July 2019

Salary: REACH Prep offers a competitive compensation and benefits package.

To Apply: Please submit a cover letter and resume via email only to Rosa Ortiz, Director of Administration and Finance, at rortiz@reachprep.org with the subject "REACH Prep Office Manager and Executive Assistant." Review of applications will begin immediately.

No phone calls, please. REACH Prep can respond only to those candidates who will receive an interview. Thank you.

REACH Prep is an equal opportunity employer and welcomes applicants from diverse backgrounds.