



The Rodel Foundation of Delaware is a fast-paced, non-profit organization focused on improving public education in our state with a small, dedicated team of talented and passionate people. Our office is in Wilmington, but we work state-wide with an intent for Delaware to be a model for the nation. Our vision is for Delaware to be a global leader in educating each of its students to contribute and thrive.

For more information, visit www.RodelFoundationDe.org.

JOB DESCRIPTION

Job Title:

Operations Assistant

Reports To:

Director of Operations

Summary:

We are seeking an experienced, flexible and professional individual to join our team to provide the day-to-day administrative support for our team, support the front office, and take on other office management and administrative functions. The position will report to the Director of Operations and will interact with all aspects of the Foundation.

Critical Success Personal Attributes and Strengths for this Role:

- Takes initiative and ownership of tasks and projects.
- Natural problem solver with a predisposition to action.
- Excellent judgment, poise, and professionalism
- Able to re-prioritize tasks based on frequently changing needs
- Appreciates and enjoys bringing a high level of organization and attention to detail to tasks.
- Prefers to collaborate with others, works in a team environment and build relationships.

Essential Duties and Responsibilities:

Administrative support for the President & CEO

- Manage a complex calendar comprised of varied and frequently shifting commitments.
- Schedule individual and group meetings with internal and external parties.
- Anticipate, plan and support upcoming meetings, events, and other calendar commitments.
- Arrange travel, create detailed travel itineraries, and process resulting expense reports for the President & CEO.
- Enter and maintain contact information in the contact management system.

Front Office Support

- Greet visitors
- Receive incoming deliveries
- Collect and distribute mail to staff; routing incoming mail appropriately.
- Manage conference room space and conference room scheduling and supplies.
- Make travel arrangements as needed
- Monitor and maintain office equipment.
- Order and manage office supplies.
- Provide general office support including document preparation and processing, filing, report distribution and mailings, event coordination, and facilities management.

Meetings and Events Support

- Assist with the set up and logistics for events, conferences, and site visits.
- Support, create, develop and assemble event, meeting, and conference materials.

Operations Processing Support

- Process, code, and file incoming invoices.
- Create expense reports, code and reconcile credit card statements.
- Code budget transactions for monthly reports.
- Support bi-monthly check and payment processing.

Education/Experience and Computer Skills:

Successful candidates for this role will likely have experience in office administration and/or supporting senior executives. To perform this job successfully, an individual must be proficient with Microsoft Office products.

The Foundation offers competitive salary and is an equal opportunity employer.

For further information on the Foundation, please visit us at www.RodelfoundationDE.org

To Apply:

Submit a cover letter and resume to Nancy Millard

- Email: nmillard@rodelfoundationde.org
- Fax: 302-571-1538