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Position Opening

Posted June 23, 2022

Title: Executive Assistant

Reports to: Executive Director

Location: Grand Rapids, Michigan

Job Description

All Belong is seeking a dynamic, organized, and self-directed individual to join our growing team. This is a new position created to work closely with the executive director to finalize and track the organization's partnerships with schools across the country and around the world.

The mission of All Belong is to equip schools to glorify God with purposeful, innovative inclusion of persons of all abilities. All Belong is in a period of approximately 30% annual growth at present.

Duties and Responsibilities:

- Manage the calendar and book appointments and meetings for the executive director
- Oversee and proactively manage the contract renewal process with partner schools, setting up meetings to discuss partnerships
- Create templates and customize contracts for partner schools, based on information from the executive director
- Track contract finalization and to notify staff of new partners and points of contact in our partner schools
- Work with director of communications to ensure smooth systems of communications between executive director, communications department, and educational services
- Create, track attendance, attend, and prepare for quarterly meetings for board of directors and board committees with the executive director's guidance



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- Manage travel bookings for the executive director and executive team when needed
- Other duties as assigned

Skills and Qualifications:

- Ability to profess and demonstrate one's commitment to Jesus Christ and his teachings
- Must be proficient in Office 365 suite, specifically showing strong experience and training in Excel
- Ability to navigate CRM software, including reporting and customization of fields, with an eagerness to learn new technologies
- Must be able to manage details and maintain a calm, friendly, professional demeanor both in person and over the phone
- Excellent customer service background is desired
- Strong written and verbal communication skills are required
- 2-3 years' experience in assisting executive-level positions

Salary and Benefits

- This position is salaried. Salary is competitive and commensurate with experience, with a generous benefits package including HSA health insurance, 403B match, PTO, STO, and personal days.
- Flexible scheduling is available, including reduced work hours down to 80% FTE, with potentially less during summers.

Please submit a cover letter, resume, and statement of faith to Sharon Ward, business manager, at sward@allbelong.org.