



Position Description: Executive Assistant

Organization

Created by the SC General Assembly in 1999, South Carolina First Steps to School Readiness is the state's comprehensive early childhood education agency and a 501(c)3 nonprofit organization. SC First Steps (SCFS) takes a holistic approach to accomplishing our mission of preparing all kids for success in school, work and life, offering services that improve children's health, strengthen families, expand access to quality child care, increase participation in four-year-old kindergarten (4K) programs and help transition rising kindergartners into school. Through a network of 46 affiliates, called "local partnerships," SCFS reaches children 0-5 and their families in every county of the state. With funding from the state, annually, SCFS provides over 2200 four-year-olds with access to Pre-K 4 across 64 school districts. SCFS is a public-private partnership with the ability to leverage state, federal and private funds to accomplish our state-wide mission. In addition to developing, funding and supporting programs and initiatives statewide, South Carolina First Steps also operates as a connector and convener serving as the Early Childhood Advisory Council for the state of South Carolina. In this capacity, the work of First Steps includes integrating government and private systems to ensure all children begin school ready to success. The diverse workforce that makes up the 50+ member team at SCFS includes salaried and hourly positions and is governed by a State Board of Trustees. Our office is in downtown Columbia, SC. As SCFS is a state-wide organization, some positions are remote, and some require travel.

Team: Administrative

The SC First Steps Administrative Team integrates core, cross-cutting functions including communications, strategy, evaluation, data management, human resources, fundraising, grants management and compliance across the organization, with local partnerships, 4K providers and with other agencies and systems. The Administrative Team is led by the Executive Director.

Position Description

Reporting to the Executive Director, the SC First Steps Executive Assistant plans, coordinates, and performs routine and complex administrative activities to support the agency's Executive Director. This position coordinates and manages daily office administration and serves as the agency's human resources liaison to the SC Department of Education. The Executive Assistant provides primary support to the SC First Steps to School Readiness Board of Trustees and the Early Childhood Advisory Council.

Responsibilities

- Provides primary administrative support to the agency's Executive Director performing routine and complex duties to support the mission of the agency. Maintains Executive Director's calendar by planning and scheduling meetings, conferences, teleconferences and travel; conserves Executive Director's time by reading, researching and routing correspondence and drafting letters, documents and meeting agendas.

- Serves as the Human Resources liaison to the SC Department of Education on behalf of South Carolina First Steps employees to ensure systematic completion of all Human Resources personnel actions including, but not limited to recruitment, hiring, onboarding, terminations and employee relations; prepares, verifies, and maintains personnel related documents such as personnel files, organizational charts, employee handbook and policy and procedures; serves as agency's Time Administrator; conducts required background checks; reviews applications and resumes.
- Provides administrative support to the SC First Steps Board of Trustees and the Early Childhood Advisory Council; schedules board and committee meetings; facilitates oral and written communication to Trustees as directed by the agency head; transcribes official meeting minutes of all board meetings and ensures compliance with the Freedom of Information Act, and supports board members in their activities related to First Steps/ECAC.
- Responds to or directs information requests from State Board members, legislators, partners and the general public to First Steps staff members; maintains a working knowledge of the functions and positions within the State Office of First Steps.
- Coordinates and plans monthly "All-In" staff meetings and annual staff retreat; provides assistance and event planning in other agency events such as the annual Summit on Early Childhood.
- Other duties as assigned.

Qualifications

- Bachelor's degree in a relevant field of study
- At least 3-5 years of high-level administrative experience.
- Excellent written and verbal communication skills
- Technologically savvy
- Ability to multi-task and take initiative
- Strong time management, organizational and customer service skills
- Knowledge of state human resources policies, procedures and regulations
- Exhibits eagerness and willingness to perform all duties of the job.
- Ability to manage multiple projects simultaneously with a high degree of accuracy and attention to detail
- Ability to demonstrate and promote inclusivity and cross-cultural competence.

Other Requirements

- Must possess a valid driver's license and vehicle to use in performance of job. Position requires some travel within South Carolina.
- Must be able to pass criminal background and child and adult maltreatment screens and a pre-employment drug screen.
- Ability to lift up to 25 pounds

Benefits:

This position is eligible for a variety of benefits from a comprehensive health and dental insurance program and generous annual and sick leave policies, to a solid and secure retirement system. The State of South Carolina offers a competitive benefits program for state employees.

SC First Steps is an equal opportunity employer.
SC First Steps is a drug-free workplace.

To apply, submit your cover letter and resume to Samantha Ingram at HR@scfirststeps.org.