



Title: Administrative Assistant

Reports to: Chief Operating Officer (COO)

Location: Detroit, MI

FLSA: Full-time/Non-Exempt

Schedule: Monday - Friday

Join the movement!

Who We Are

buildOn is a not-for-profit organization working to break the cycle of poverty, illiteracy and low expectations through service and education. We're not a charity, we're a movement.

In the United States, we run intensive service learning programs in under-resourced, urban high schools in six major cities. Through these programs, buildOn empowers youth to transform their communities through high-impact service. Over the last 28 years, buildOn has empowered more than 100,000 urban youth to contribute more than 2.2 million hours of service that has touched the lives of more than one million people living below the U.S. poverty line. Moreover, 98% of buildOn students graduate high school, and most go on to college.

Globally, teams of students from buildOn programs fan out across the world to help build schools in the economically poorest countries on the planet. We have now built over 1,500 schools in Haiti, Nicaragua, Mali, Burkina Faso, Senegal, Malawi and Nepal. More than 2.6 million children, parents and grandparents have attended these schools so far, while more than 200,000 attend buildOn schools every day. At least, 50% of these buildOn students are girls or women. Most importantly, community members have organized leadership committees and contributed more than 2.6 million volunteer work days to building their schools.

We hope you'll consider joining our team!

Who We Want

buildOn seeks a mission driven and committed Administrative Assistant to support and handle administrative duties for the Chief Operating Officer. The Administrative Assistant provides administrative support, acting with little supervision, anticipating needs while managing the day-to-day workflow and prioritizing various projects. This includes managing all administrative and clerical duties, scheduling, contact management, preparing materials for meetings, and participating in a wide range of special projects. The Administrative Assistant serves as the primary point of contact for internal and external relationships.

Reporting the Chief Operating Officer, the ideal individual for this job is resourceful, a good problem solver, and organized. He/she has the ability to exercise good judgment in a variety of situations, possessing a strong sense of urgency with strong written and verbal communication skills. The Administrative Assistant must be skilled in all aspects of project management with the ability to balance multiple priorities from conception to completion. The Administrative Assistant must have the ability to work independently as well as be a team player with a proven record of working well under pressure with a wide variety of activities.

This is a great opportunity for a mission-driven professional who enjoys working with people and managing projects/tasks in a results-driven environment. If you have a history of supporting successful teams with measurable results, then join buildOn as we continue to grow and change the world!



What You'll Do

Administrative Support

- Serves as the first point of contact for a wide variety of high-level relationships between the COO and internal/external stakeholders.
- Completes a broad variety of administrative tasks for the COO including: managing an active calendar of appointments; completing expense reports; composing and preparing confidential correspondence; arranging complex and detailed travel plans, and itineraries.
- Schedules and organizes complex activities such as meetings, travel, conferences, and department activities for the COO.
- Provides a bridge for smooth communication on behalf of the COO and internal departments; demonstrating leadership to maintain credibility, trust and support with senior management staff.
- Works closely and effectively with the COO; keeping them informed of upcoming and time sensitive commitments and responsibilities, following up appropriately.
- Facilitates, builds, and monitors relationships including tracking contacts in database and managing follow-up correspondence.
- Handles phone, email, and postal mail inquiries and responds appropriately.
- Serves as the office manager for the Detroit regional office.

Research and Report Creation

- Researches, prioritizes, and follows up on incoming issues and concerns addressed to the COO, including those of a sensitive or confidential nature. Determines appropriate course of action, referral, or response.
- Works with buildOn staff to collect and assemble information for presentations, projects, and strategic planning.
- Helps to create reports by researching issues related to the buildOn mission including the education crisis in the US and globally.
- Assists in assembling presentations by collecting appropriate data and media.

What You Bring

- Passion for and commitment to the mission and core values of buildOn.
- Knowledge of office management systems and procedures.
- Working knowledge of office equipment, like printers and fax machines.
- Proficiency in MS Office (MS Excel and MS PowerPoint, in particular); familiar with Google apps; mail, calendar, and drive preferred.
- Excellent time management skills and the ability to prioritize work.
- Attention to detail and problem solving skills.
- Excellent written and verbal communication skills.
- Strong organizational skills with the ability to multi-task.
- Demonstrate proactive and flexible approaches to problem-solving with strong decision-making capability with a fun, positive "can do" attitude.
- Proven ability to handle confidential information with discretion, be adaptable to various competing demands, and demonstrate the highest level of service and response.
- Demonstrated ability to achieve high performance goals and met deadlines in a fast paced environment.
- Bachelor's degree; additional qualification as an Administrative assistant, preferably in a non-profit will be a plus.



What We Value

We've identified a set of core competencies which you'll need to thrive within the buildOn family.

- **MISSION:** Understanding of and commitment to buildOn's mission, methodology, and core values.
- **GRIT:** Tries really hard and never gives up on mission and getting results
- **COMMITMENT TO METHODOLOGY & STRATEGY:** Demonstrates mastery and discipline around methodology. Leans in and contributes to the strategic plan that will guide our future.
- **SOLIDARITY:** Unite with and engage all stakeholders to work side by side to achieve our mission, through immersions.
- **PLANNING & EXECUTION:** Proactively manages multiple projects simultaneously to achieve collective objectives with strong time management and organizational skills.
- **RELATIONSHIP BUILDING:** Initiates and cultivates authentic, mission-driven relationships with students and all stakeholders.

What We Offer

We offer a competitive compensation package, including: salary commensurate with experience, generous paid time off; a comprehensive benefits package including medical, dental, vision insurance, a flexible spending account, employee assistance program, retirement plan with an employer matching plan, commuter benefits, disability as well as life insurance. In addition, you will have the opportunity to work alongside mission-driven and dedicated colleagues across the world who are committed to breaking the cycle of poverty, illiteracy, and low expectations through service and education.

Apply Here:

Please send a resume and compelling cover letter to: Operationsjobs@buildon.org

Our Commitment to Equity, Diversity and Inclusion

buildOn is committed to building and maintaining an inclusive environment that drives innovation, strengthens ONE buildOn and bolsters a cultures where people truly feel valued, heard and respected. buildOn provides equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color religion, gender, sexual orientation, national origin, age, disability, marital status, amnesty, or veteran status.

To learn more about buildOn, please visit our website at www.buildOn.org