

**Administrative Assistant  
to  
Executive Services Director**

***Our Foundation***

Helios Education Foundation believes every individual in Arizona and Florida should have the opportunity to attend and be prepared to succeed in postsecondary education. In order to create those opportunities, the Foundation strategically partners with organizations and institutions to improve student academic preparedness across the education continuum and to foster a high expectation, college-going culture for all students.

The Foundation views its role as much more than a grant-making organization, but as an actively engaged partner, working in communities across Arizona and Florida contributing its expertise and resources to improve education systems and set more students on a path to completing a postsecondary license, certificate or degree.

Partnerships are cultivated and strategically aligned to advance the Foundation's priorities in Early Grade Success, College and Career Readiness and Postsecondary Completion.

***The Position***

The Administrative Assistant to the Executive Services Director is part of the Executive & Board team and will project a professional and positive image through in-person and phone interactions. The position functions with a high level of professionalism, initiative, and organizational skill that ensures a welcoming first point of contact for visitors/guests to the Foundation. There will be regular interaction for this position with staff (at all levels), Board members, community leaders/partners and service personnel. This position plays a key support role in the successful execution of the day-to-day administrative and clerical support of staff, business guests and service personnel. In addition, this position will schedule meetings, presentations and other office related events for the Foundation. This position reports to the Executive Services Director. This position is located in Phoenix, Arizona.

***The Candidate***

- Proven excellence in the ability to be organized, systematic, and work well under deadlines with minimal oversight
- Management and organizational skills required to oversee meeting details, such as décor, catering, special guests, transportation, equipment, etc.
- Exceptional written and verbal communication skills
- Demonstrated superior customer service skills and confidence in interacting with guests, community partners, and/or staff
- Proficient in the use of Microsoft Office, event management and/or project management software
- Experience with standard AV/IT equipment used in meeting/event venues and skilled in providing troubleshooting assistance with this technology
- Results-oriented with a collaborative work style
- Strong alignment with Helios' culture, norms, behaviors and beliefs

***Education/Experience:***

High School Diploma, or G.E.D, and five (5) years of progressively responsible administrative secretarial experience.

To apply, send a cover letter and resume to Ms. Noel McClain, Human Capital & Workplace Operations Director, at [hr@helios.org](mailto:hr@helios.org) (subject line "Administrative Assistant - Search"); or Helios Education Foundation, 2415 East Camelback Road, Suite 500, Phoenix, Arizona 85016. Credentials will be accepted until a sufficient number of competitive candidates has been received. First review of candidates will occur no later than Friday, May 10, 2019. Candidate credentials will be reviewed as they are received. Only candidates selected for an interview for this position will be contacted by the Foundation.