



Administrative Assistant

About Us

The Community College Preparatory Academy (CCPREP) is one of the leading nonprofit educational and professional training programs in the National Capital Region that is changing the landscape in some of the most challenging neighborhoods in Ward 8 and across the District of Columbia. Our mission is to provide an innovative and rigorous education environment for under-credited adults who have aged out of the traditional K-12 public education system by using an Integrated Education and Training (IET) model. CCPREP is very supportive of their unique learning needs and will successfully prepare them for 21st-century employment, higher education, and lifelong learning.

Position Summary

Duties and Responsibilities

- Composes and produces business correspondence, reports, and related materials or guides the work of other staff who produce these materials.
- Reviews and signs materials, as authorized.
- Edits documents produced by others.
- Ensures confidentiality and controls access to sensitive information, such as staff personnel files.
- Responds to inquiries and requests for information requiring knowledge of departmental and company policies and procedures.
- Serves as an internal resource to administrators or staff on departmental and company procedures.
- Researches information, as requested, and relays official interpretations.
- Performs administrative duties associated with scheduling and coordinating meetings and planning events.
- Attends functions to ensure satisfactory outcomes.
- Records and summarizes minutes for typing and distribution.
- Researches and gathers data for departmental reports.
- Conducts preliminary analysis of data.
- Recommends report content and format to display findings most effectively.
- Assists in budget preparation by gathering historical data in a limited area, such as materials and supplies or salaries.
- Coordinates preparation, development, and production of major documents, such as proposals and manuscripts.
- Oversees office operations.
- Implement changes or enhancements to procedures to improve productivity, efficiency, and service.
- Schedules assign, and prioritizes workloads by setting appropriate deadlines
- Performs other related duties as assigned or requested.

Qualifications

- Minimum Education: Associates Degree Combined experience/education as substitute for minimum education
- Minimum Experience: 2 Years
- Minimum Field of Expertise: Secretarial or specialized clerical, including some administrative experience.
- Preferred Education: Bachelor's Degree
- Preferred Experience: 3 Years
- Preferred Field of Expertise: Combined secretarial and administrative experience in a business environment

Skills

- Problem Solving - Identifies and resolves problems in a timely manner; gathers and analyzes information; develops alternative solutions; Uses reason.
- Oral Communication - Speaks clearly and eloquently; listens and gets clarification when necessary; responds informatively to questions.
- Written Communication - Writes clearly and concisely; edits work for spelling and grammar; varies writing style to meet needs; Reads and interprets written information.
- Planning/Organizing - Prioritizes and plans work activities; uses time efficiently; plans for additional resources; schedules other's responsibilities.
- Judgment - Exhibits sound and accurate judgment; supports and explains reasoning for decisions; Includes appropriate people in decision-making process; makes timely decisions.
- Dependability - Follows instructions; takes responsibility for own actions; completes tasks on time.
- Initiative - Seeks increased responsibilities; seeks developmental growth; solicits feedback regularly.

Working Conditions

All work is performed on CCPREP sites and at community agencies and program sites

Physical Requirements

- Normal physical dexterity is required.

Direct Reports

None.