



Administrative Assistant, Wilmington Learning Collaborative

Wilmington, Delaware, United States · Full Time, On-Site

Description

The Wilmington Learning Collaborative (WLC) is a voluntary network of schools in Wilmington across multiple school districts. Currently composed of nine unique school communities representing three local public school districts, the WLC will serve approximately 3,000 students in grades PreK through 8th grade. The Collaborative's goal is to create consistency for students, empower educators, school leaders, and communities, and improve outcomes for students in city of Wilmington schools.

Summary of the Role

The Administrative Assistant will report to the Executive Director, and will be the point-person on a range of day-to-day activities, managing the needs of the WLC team and physical office space. Given that the WLC is currently in its commitment year, the Administrative Assistant will play a necessary role in maintaining internal and external communication chains, managing the WLC calendar, coordinating technical assistance related to telecommunication needs, maintaining supply orders and inventories, and managing printing needs. This person will work closely with the Program Operations Manager to secure the appropriate physical resources needed to execute signature WLC network-wide programs. The Administrative Assistant will coordinate and schedule meetings, and coordinate logistics for meetings including scheduling meeting rooms, setting up conference calls, and securing equipment as needed. Additional responsibilities include the coordination of travel arrangements, tracking of expenses, preparation of reimbursement documents, and submission of monthly expenditure reports to the Chief Finance Officer. A key member of the WLC team, this person will attend and record

meeting minutes at various meetings, including monthly Council meetings, for dissemination to WLC leadership, related stakeholders, and digital media.

Scope of Work and Responsibilities

- Manage organizational filing systems, communication, and calendars on a daily basis with a keen awareness of information integrity and great attention to detail.
- Monitor internal systems, processes, and tracking systems for all WLC meetings, deliverables, and compliance structures.
- Support the Chief Finance Officer in the completion and submission of financial documents and expenditure reports.
- Attend school visits and community events alongside the Executive Director, as needed, in order to maintain an understanding of the WLCs work and make informed decisions to support communication and scheduling practices.
- Serve as the liaison with office landlord and management team, ensuring that the WLC team abides by leasing agreement terms and that WLC facility needs are met.

Skills Critical for Success

Emotional Intelligence

- Comfort with delivering feedback to peers, partners, and other stakeholders, and sharing unpopular opinions.
- Able to read the room, navigating the competing interests and motivations of others, while acting with integrity in a politically complex environment.
- Maintain confidentiality when trusted with sensitive information, data, and background context.

Problem Solving and Decision Making

- Able to lead complex and difficult tasks transparently and effectively.

- Exhibit deep understanding of the intricacies of an urban school system and the political nature of the work, and the complexities of teaching and the tools/supports necessary to improve student outcomes.
- Analyze complex, nuanced data from multiple angles and exercise judgment in making critical decisions and communicate the implications to diverse audiences.
- Exhibit critical thinking skills with an ability to analyze data, identify trends and diagnose root causes; then establish goals, metrics for success, and track results.

Equity Lens

- Demonstrate belief that each student can achieve at the highest levels; hold self and others accountable for promoting high expectations for the academic achievement of WLC schools.
- Lead courageously and intentionally to seek the voices of marginalized and historically silenced communities to invite diverse input regarding decisions that impact stakeholders directly.
- Engage in transparent decision-making and share with stakeholders how their input informs district decisions.

What You'll Bring

- Bachelor's Degree preferred, but not required
- Minimum of two (2) years of full-time, paid, professional experience in an office administration role, supporting a team of leaders.
- Experience working across sectors, including nonprofit, government, and education agencies.
- Experience working in a diverse, urban setting is required. Experience in a mid-sized metropolitan school district and/or state education agency is preferred.
- A proven record of success in completing tasks with a high degree of efficiency and managing new and emerging internal systems.

- Proven cultural-competence skills and the ability to engage with constituents representing a variety of agendas and competing interests.
- Ability to navigate uncertainty and ambiguity in times of tremendous change, and to prioritize work efforts to achieve WLC mission.

Benefits

Salary range for this integral leadership position is \$50,000 to \$65,000 and commensurate with prior experience. In addition, a comprehensive benefits package will be included in the ultimate offer for the identified sole finalist. We look forward to discussing details with you as the interview process progresses.

Apply

Please email a resumé and compelling cover letter to **laura@wlc-de.org**. Your cover letter should detail how your values, aspirations, and experiences make you an ideal candidate for this work. Initial interviews will begin late September.