



Administrative Assistant Description (Part-Time)

Overview

Interested in education, but not in the nonprofit world? Looking to be a part of a growing, successful business? As an Administrative Assistant at Educational Connections Tutoring, you will be part of a fast-paced small business while making the difference in the lives of thousands of children. No experience in education? No problem, we'll teach you!

We're looking for someone who:

- *Is an A-player.* You are driven to be the best. You challenge yourself by setting goals, meeting them, and helping your teammates do the same.
- *Works efficiently.* You're a master multi-tasker. You can talk, type, walk, and chew gum all at the same time. Juggling multiple projects does not stress you out.
- *Is solution-oriented.* You see obstacles as opportunities. You are naturally someone who takes initiative and aren't afraid to speak up and present new ideas and bold solutions.
- *Likes working with people.* You genuinely like people and want to help make their lives better.

What you'll do:

- Answer incoming phone calls and provide outstanding customer service to parents
- Assist with marketing outreach as needed
- Support the test prep coordinator by organizing and managing mock tests at local schools
- Help match students with tutors
- Provide general office support to other staff members as needed

Important factors:

- Strong sense of urgency; a Type A person is a must!
- Experience with Excel, PowerPoint, and Outlook
- Exceptional written and oral communication skills
- A people person; you must care deeply for others
- Exceptional organizational skills; love for attention to detail

Additional information:

- This position is part-time: approximately 25 hours per week Monday-Friday. Flexible on weekdays between 9 am and 5:30 pm. Great position for a mom with school-aged kids!
- 401k with company match
- This is NOT a work from home position

Up for the challenge? Email Ann Dolin at ann@ectutoring.com with a copy of your resume. Cover letter is a big plus!