



**Executive Assistant
Carson Scholars Fund, Inc.
Full-time Position
Non-Exempt
Job Description**

The Carson Scholars Fund, Inc. is a national nonprofit organization founded in 1994 by retired world-renowned pediatric neurosurgeon Dr. Benjamin Carson and his wife, Candy, to elevate academic achievement and increase reading in our schools. The Carson Scholars Fund supports two main initiatives: The Carson Scholars Program and The Ben Carson Reading Project. Our scholarship program recognizes and rewards students who have embraced high levels of academic excellence and community service with \$1,000 college scholarships. The reading project provides funding to schools to build and maintain reading rooms – warm, inviting rooms where children can discover the joy of independent leisure reading.

Role Overview

The Carson Scholars Fund is looking for a detail-oriented, dynamic individual to join our growing team. The Executive Assistant (EA) will perform, coordinate, and oversee technical and office administrative duties in support of the Executive Director and the Carson Scholars Fund Board of Directors. This is a full-time non-exempt position. Duties include handling inbound phone calls, executing general clerical duties, AR and AP. This person also maintains the electronic and hard copy filing system. Responsibilities require independent judgment, technical knowledge of the specific area of assignment and of overall Fund activities.

Work requires attention to detail in composing, typing, and proofing materials, establishing priorities and meeting deadlines. Applicant must be able to work in a fast-paced environment with demonstrated ability to coordinate multiple competing tasks and demands. *Carson Scholar alumni and recent graduates are encouraged to apply.*

Responsibilities of the Executive Assistant include, but are not limited to:

Administrative Support

- Perform a wide variety of executive secretarial and administrative duties as required for daily operations in Carson Scholars Fund office at the request of the Executive Director.
- Represent the Carson Scholars Fund to the public, businesses, Board Members, and other agencies at the request of the Executive Director.
- Receive and screen communications to the Executive Director and Board of Directors including telephone calls and email messages and provide assistance using independent judgment to

determine those requiring priority attention; prioritize channel and facilitate communication from staff and outside entities through the Executive Director's office.

- Attend Management team meetings and take minutes, as directed by the Executive Director.
- Research and analyze routine administrative projects for the Executive Director and Board of Directors; prepare first draft reports on routine administrative matters.
- Receive and distribute incoming mail; review and evaluate mail to identify those items requiring priority attention of the Executive Director.
- Make travel arrangements and develop itineraries for the Executive Director, other staff members, banquet honorees and key executives; maintain appointment schedules and calendars for the Executive Director and Board of Directors; arrange meetings and conferences.
- Facilitate coordination of financial materials to auditors annually.

Office Management

- AR and AP entry and management.
- Purchase and maintain office supplies, fulfill customer orders, and purchase and suggest merchandise to sell.
- Process payments of invoices, make bank deposits, and create invoices.
- Maintain accounts and communications with vendors through a paper and electronic filing system.
- Serve as IT liaison for technical support and equipment.

Human Resource, Tax, State and Federal Forms

- Assist Executive Director with HR procedures and implementation.
- Prepare federal forms 1096 and 1099.
- Prepare requested documents for annual audit and 990.
- Manage timeline and assist in executing Charitable State Registration filings.
- Manage deadlines, applications and documentation for state Sales and Use Tax Exemptions.

QUALIFICATIONS, EDUCATION, AND EXPERIENCE

- Bachelor's Degree preferred. Or equivalent to the completion of two years of college-level coursework in business or a field related to office administration.
- One to three years' prior experience in supporting a senior executive or team is preferred.
- Experience with QuickBooks preferably non-profit.
- Exemplary customer service skills, including dealing effectively with the public, staff and Board of Directors, both in person and by telephone.
- Basic mathematical computations, accounting and record keeping.
- Proficiency with Microsoft Office Program Suite (Word, Publisher, Excel & PowerPoint).
- Understanding of policies, regulations, and procedures related to the Executive Director's office and other departments affecting the operation of the Fund.
- Teamwork and developing consensus.
- Exceptional oral and written communication skills with experience in business correspondence and formatting.

- Knowledge of standard office administrative practices and procedures, including the use of standard office equipment.

Licenses Requirements: Specified positions may require possession and maintenance of a valid driver's license and a satisfactory driving record.

Compensation and Benefits: Compensation commensurate with experience and qualifications.

Statement of Non-Discrimination: The Carson Scholars Fund does not discriminate based on race, color, gender, disability, age, religion, sexual orientation, nationality, or ethnicity.

The above statements are intended to describe the general nature and level of work being performed by people assigned to this job. They are not intended to be an exhaustive list of all functions, physical demands and skills required of personnel so classified.

Candidates should submit a letter of interest, salary requirements, and current resume to:

Katie Coleman, Executive Director, KColeman@caronscholars.org