Position Title: Organizational Staff Specialist
Reports To: Deputy Executive Director
Location: Today’s Students Tomorrow’s Teachers (TSTT) Headquarters

Position Summary:
The Organizational Staff Specialist (OSS) will provide organizational administrative support as directed by the Deputy Executive Director (DED). The OSS is expected to research and compile business-related information assigned by the DED and participate in the daily tasks that contribute to the general efficiency of the organization.

Essential Duties:
• Office Management:
  - Manage office Information Technology in all sites
  - Contract management: Maintain and track all contractual agreements
  - Office Efficiency and Presence: Ensure office is operating in a professional and productive manner and office environment is “camera ready”
  - Meet and greet visitors, answer phones promptly and courteously
  - Screen requests for the CEO and Senior management team
• Human Resources:
  - Performance management tracking
  - Vacation tracking
  - Payroll administration
  - Track and maintain employee files for validation of on boarding and Exiting Procedures, including background checks, drug testing, vacations, attendance, and performance reviews. Distribute organization information and update as required.
• Financial Administration
  - Manage accounts receivables
  - Manage accounts payable
  - Review and ensure compliance for financial administration of bank statements, payroll, and quarterly management financial reports
• Administration and Operations
  - Act as the key backup to the CEO’s Executive Assistant on all administrative processes, procedures and office matters.
  - Accept, prioritize, and keep track on incoming mail and respond to or forward to appropriate staff.
  - Prioritize and keep track of correspondence and phone communications to facilitate the timely processing and signing of priority items.
  - Maintain up-to-date contact lists, directories, and files
  - Perform scheduled and spontaneous internal audits to support and reinforce the organization’s goals, mission, and security guidelines.
  - Review, analyze, adjust, maintain organizational procedures and policies as a means of improving practices, work and organizational structure. Establish spreadsheets and utilize databases for the maintenance of all processes and procedures
  - Update Operational manuals as required

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General Requirements:
Excellent organizational, interpersonal, oral, and written communication skills. Must be computer literate with a proficient working knowledge of Microsoft Office Tools. Must be able to effectively multi-task, be a self-starter, able to work independently and with a team.

Minimum Qualifications
- **Education**: Bachelor’s degree required; Master’s preferred
- **Work Experience**: Minimum of five (5) years performing executive level administrative support functions. Experience working with education in a non-profit and/or corporate setting
- **Salary Commensurate with Experience**

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