



Assistant Director Job Description

Job Summary

Are you exceptionally detail-oriented with a proven track record of productivity, customer service, and problem solving? We have an immediate need for an assistant director to work side-by-side with the director to oversee and facilitate multiple elements of our company and provide innovative suggestions and plans to ensure success. You will have the chance to work with the director and staff as well as interact directly with visitors and staff on a daily basis. We expect dedication and high-quality work from our employees and provide competitive pay, benefits, and rewards for exceptional results. If you are ready for a challenging and fast-paced job with opportunities for advancement and career development, contact us with your application.

Job Responsibilities

- Assist director with all daily tasks according to schedule and priorities, including reviewing financial statements, measuring productivity, discussing goals and achievements, and determining overall success strategy.
- Help coordinate inter-departmental coordination as needed to increase efficiency, improve morale, eliminate redundancies, and ensure achievement of the program's vision.
- Provide support for daily activities in all sectors including reviewing budgets, approving time off requests, leading recruitment efforts, managing calendars, tracking expenses, and facilitating payroll.
- Greet visitors, answer questions, arrange meetings, lead tours, and perform other daily customer service tasks to ensure program's values are upheld while keeping the director's schedule free for required appointments.
- Manage financial activities together with the director according to quarterly schedules, including reviewing budgets, approving expenses, distributing funds, researching investment opportunities, planning fundraising events, and establishing monetary goals.
- Perform general office duties daily including reading mail and email, making and receiving phone calls, filing documents, managing database systems, and overseeing office activities.
- Serve as acting director when required, including providing signature authority, establishing office protocol, resolving issues with staff or customers, and overseeing programs and activities.
- Any duties assigned by the director

Job Skills & Qualifications

Required:

- CDA or minimum three years relevant work experience (Associate degree in IECE preferred)
- Leadership experience and excellent verbal and written communication skills
- Self-motivated with ability to problem solve and make decisions independently
- General computer literacy and proficiency with Microsoft Office applications
- All new hire requirements