

Sky High for Kids
Office Manager
Executive Assistant to CEO
Job Description
Benefits Package

Sky High is a 501(c)(3) nonprofit organization whose mission is to bring the community together to provide comfort, fund research and save lives of those fighting pediatric cancer and other life-threatening conditions. Our vision is to end pediatric cancer. We live and honor our core values: **Passion, Integrity, Faith, Family and being Mission Driven.**

SUMMARY

The Office Manager and Executive Assistant must support the vision and mission of the organization. The Office Manager and Executive Assistant is responsible for but not limited to providing office management and services to proactively support the organization's mission and goals. The Executive Assistant will report directly to the Operations Director of the organization but will also collaborate with executive board members, event coordinators, committee chairs, and volunteers of the organization.

OFFICE DETAILS:

This person will work in office at the Sky High for Kids office: 9800 Richmond Ave. Suite 335, Houston, TX 77042

OFFICE HOURS: 8:30am-4:30pm Monday – Thursday. Some nights & weekends may apply.

DRESS CODE: Business casual attire Monday – Thursday (jeans are acceptable).
Event weeks: Appropriate fitness attire & tennis shoes are permitted & encouraged.

BENEFITS | PERKS INCLUDE:

Health insurance includes dental, vision, and long-term disability.

\$60 cell phone stipend per month.

Paid travel expenses; auto mileage .65 per mile / daily meal per diem of \$50 for breakfast, lunch & dinner.

Mandatory 3–5-day annual offsite staff retreat

One mandatory quarterly team offsite workday or team activity; date & location at discretion of Operations Manager

80 hours of paid time off (PTO) prorated at time of start date. *20 hours per quarter.

Paid Time Off, (PTO) shall be utilized for vacation, doctors/dentist appointments, personal and family illness, or any other personal time off needed. Employees shall not be allowed to carry over any accumulated time for PTO or "Comp Days" from one calendar year to another. Employees will not be compensated for any unused PTO at the end of the calendar year.

“Comp Days” – 1 day off for every 7 days consecutively worked will be awarded to the employee. Comp days must be taken after the 7 days consecutively worked.

3 weeks paid bonus vacation; must be taken week of July 4th, Christmas, and New Year’s (office is closed)

HOLIDAYS (Office is closed)

New Year's Day (1/1)

Good Friday

Memorial Day

Independence Day

Labor Day

Thanksgiving (Thanksgiving Day and Friday)

Christmas Holiday (Christmas Eve and Christmas Day)

SKY HIGH FOR KIDS is an equal opportunity employer and is committed to the belief that everyone is entitled to equal employment opportunity.

It is important that during the initial period of employment, Sky High will be able to assess your ability to perform your duties. The first 60 days of employment will represent an assessment period, during which you or we may terminate your employment for any reason without notice and without the payment of any further benefits. During this assessment period we will evaluate your work, including your interaction with colleagues and donors to determine whether you are suitable for the position. At the end of the assessment period, a performance review will be conducted by the direct manager & CEO of the organization.

Upon completion of the 60-day assessment period and mutual agreement to continue employment, you will be offered the full-time position as stated in this document with the benefits that are detailed above.

Employment is not stated for a period and there are no contractual limitations on the termination of employment. The CEO can, at any time, terminate this position with or without cause or notice. If the employee elects to resign from the position, he or she may do so at any time but must provide a minimum of two weeks’ notice to the CEO of the organization.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Office Administrator

- Ensures the organization is operating efficiently from an administrative perspective, office tidiness, décor, coffee bar, water station, stocking of supplies, etc.
- Storage tidiness, organization and inventory for Office Supply on-site unit must be managed and up to date weekly.
- Manage the Sky High event calendar and notifications of upcoming events and meetings; manage company calendar invites and agendas.
- Shipping, mail, coordination and execution of all office related packing.
- Manage Office Printers, water delivery, office phones, Office liaison with IT contractor for IT issues, internet etc.
- Assist with new employment onboarding. Duties include, but not limited to are: desk arrangements, office computer, office access, supplies, onboarding paperwork etc. During noted in the Onboarding Checklist provided COO.
- Coordinates logistics for internal and external meetings to support all Sky High events, company retreats, donor receptions, quarterly offsites and Board meetings.

- Receives incoming calls and inquiries to ensure that they are handled in the most efficient and timely manner.
- Researches, prioritizes, follows up and provides recommendations regarding issues, concerns, and process improvements for office processes.
- Delivers exceptional customer service support to internal and external participants, volunteers, and donors.
- Supports department with typing, photocopying and mail distribution.
- Maintains office supply budget in coordination with CFO and office vendor relationships.
- Maintains knowledge of and adheres to agency policies and procedures; assist CEO & COO with administrative and documentation, etc
- Coordinates and manages all travel for the CEO.

Executive Assistant to the CEO

- Manages and maintains active and dynamic daily schedules and travel arrangements.
- Prepares CEO for upcoming meetings and travel by using appropriate software and tools both onsite and offsite.
 - a. Provides weekly schedule to the CEO that includes important information about on and offsite meetings, attire, weather, bios, profiles and history in prep for upcoming meetings.
 - b. Schedule childcare, when necessary, for meetings outside normal hours for childcare. I.E. early meetings, evening events and overnight trips.
 - c. Prepare folders for travel itinerary with items listed above, needed items for trips, example: Sky High gifts, etc.
- Maintains CEO expense reports and weekly maintenance of credit card spending and enters charges in financial software.
- Manage all of CEO's personal items, including but not limited to, childcare, errands, personal and professional business outside of Sky High.
- Manage sensitive issues by exercising sound judgment and interpersonal skills.

QUALIFICATIONS

- High School diploma/GED equivalent required with 3 or more years of experience organizing and excellent written and verbal communication skills.
- Must have prior experience interacting with volunteers, and major donors or high-level clients regularly.
- Computer (Word, Excel, PowerPoint, databases, outlook e-mail) voicemail.
- Ability to work in a small office and be a team player (do what is best for the organization and the team) with the drive and initiative to ensure projects are completed successfully, within budget, and on time
- Self-starter, motivated, detail-oriented, independent-thinker with initiative to assist the organization in fulfilling its responsibility to its membership
- Must be interested in a long-term commitment to the organization, including opportunities for higher levels of responsibility within the organization
- Strong written and verbal communication skills
- Ability to take direction and manage multiple priorities accurately, within deadlines and with minimal supervision
- Intermediate level experience in MS Office, Word, PowerPoint, and Outlook, including the ability to gather data, design and produce finished charts, graphs, reports, and presentations, using the above software
- Good interpersonal skills necessary to establish and maintain working relationships with the Organization's Directors, Officers, volunteers, members, and office staff.

- Each team member at Sky High must maintain open and honest communication, have a passion for servant leadership, exhibit personal humility, professional courage, and support the core values of Sky High

JOB REQUIREMENTS

- Operating vehicle that is always available for use during business hours, after hours meetings & event & team retreat travel.
- Valid Driver's License
- Valid vehicle insurance
- You consent to the use and reproduction of photographs, films, videotapes, interviews, and information about you/your child taken by and for Sky High and/or its agents or persons authorized by them for use in news stories, publicity, promotion, public awareness, and fundraising. You also agree that such uses may include internet posting or other publication in other media by celebrities and corporate supporters. You will not receive a payment for any such use.
- Candidates must be physically able to perform duties including frequent lifting to 25 pounds, bending, reaching above shoulder level, climbing stairs, pulling, typing, prolonged standing or sitting.

CEO EXPECTATIONS: GUIDING PRINCIPLES

- Do not assume- ask questions to ensure accuracy.
- Pay attention to detail, proofread all work.
- Be proactive: do the work needed to get ahead.
- Solution driven; research and/or team collaboration must be performed to present a solution before closing the door on a subject.
- Transparency; open and honest communication
- Positive mindset and attitude
- Teamwork and team collaboration
- Extreme work ethic
- Communicate
- Honesty in the moment of issues
- Desire to grow personally and professionally and as a company.
- Have fun; work hard, play hard.

SPECIAL JOB CHARACTERISTICS

- The Office Manager must respond timely to emails, and requests within a 24–48-hour period; if on vacation, an out of the office reply must be set and directed to Direct Manager.
- **Coordinates and manages all travel for the CEO.**