



Administrative Office Assistant

About the Organization

Student Veterans of America (SVA) is the country's premier organization for veterans in higher education. SVA empowers all generations of military veterans with the resources, support, and advocacy to succeed in their journey to, through and beyond higher education. SVA represents a community of 1,500 chapters on campuses in all 50 states and four countries comprised of over 700,000 student veterans. SVA is [Gold Certified](#) by Guide Star and was named Non-Profit of the Year by HillVets. For more information, visit us at www.studentveterans.org

About the Position

SVA is seeking an exceptionally bright, multitasking, dynamic, and fast-learning individual to support SVA's executive leadership team in a fast-paced higher education nonprofit. The right person for this role will partner with the executive team to handle administrative tasks, freeing up their time to focus on the organizations goals and strategic direction while making them more effective by maximizing every moment of their day. In this role, the right person will exercise quick-thinking, flexibility, and adaptability to constantly changing demands and priorities. This person will be resourceful and autonomous when taking on new tasks and projects relying on problem-solving skills to ensure the success of the executive team. Over time, the ideal candidate for this position will learn to solve problems before they appear while becoming an integral part of the success of the mission of SVA.

Responsibilities

- Coordinate the executive team calendars by scheduling all meetings, conference calls, speaking engagements, travel, and manage conflicts as necessary
- Coordinate travel logistics and be available to assist with travel mishaps
- Ensure CEO and EVP travel is coordinated with appropriate staff and external stakeholders to maximize time spent on the road
- Provide background information and/or supporting documents in preparation for meetings; coordinate with other staff to prepare support materials and run point on any follow-up materials or actions
- Assist with financial tasks to include reconciliation of credit card transactions, invoicing, expense/travel reimbursements and check requests
- Accurately record group meeting minutes (or notes) and distribute to participants
- Handle or appropriately refer requests for information, and ensure appropriate and timely follow-up on internal and external requests for information or action
- Maintain correspondence and files, both written and electronic; Maintain electronic and paper filing systems; assists with ongoing transition from paper to electronic
- As necessary, assist CEO with email management
- Provide front office support to include managing, screening and handling telephone communications and greeting and directing all visitors
- Maintain daily administrative operations of the office; Conduct and manage a regular inventory of supplies; Submit and follow-up on office maintenance needs and building requests
- Assist the Special Assistant to the executive team with special projects and other tasks as needed

Minimum Qualifications

- Bachelor's degree
- 2 + years administrative support experience, executive support a plus
- Expense reporting experience
- Calendar management experience
- Proficiency with Microsoft Office Suite (Outlook, Excel, Word, PowerPoint)
- Must have the capacity to maintain strict confidentiality

Preferred Qualifications

- Excellent written and verbal communication skills
- Ability to work as a member of a diverse and growing team
- Ability to work in a fast-paced environment; Well organized; Attention to accuracy and detail
- Experience planning ahead and managing time effectively
- CRM, Database experience; Salesforce preferred
- Candidates who are veterans or immediate family members of veterans or serving members of the military are strongly encouraged to apply

Requirements

This is a full-time position with working hours Monday-Friday from 8:30 AM to 5:00 PM

This position will be located in the SVA National Headquarters in Washington, DC.

Application

Email resume, cover letter, and salary requirements to careers@studentveterans.org. Please include "Administrative Office Assistant" in the subject line. SVA is an Equal Opportunity Employer.