



Administrative Assistant

Overview

The Administrative Assistant position involves managing various tasks, including CEO calendar management/meeting coordination, email/inbox management, preparing email responses and sequences and executing customer service initiatives such as ordering member appreciation gifts. Other responsibilities include invoicing, ensuring timely onboarding/off-boarding of all members and administrative support to other team members as requested.. This position requires a highly organized, detail-oriented person that is able to work independently. Strong communication skills are also a requirement for this role.

The Administrative Assistant supports core functions for the CEO, Business Manager and across the CRA Today business model to influence, convert bankers to customers and aid in retention through various email and customer service initiatives.

We use our vision and mission statements and core values as our guides in all we do.

Vision

Our bankers drive local change to confront the systemic inequities in access to credit and opportunity.

Mission

We lead bankers to master the CRA, get exam-ready, and reinvest to forge local impact. We are community development driven.

Values

Exceptional: We cultivate outstanding training experiences that drive local change.

Leadership: We engage with grace and professionalism and lead by example.

Accountability: We serve as trusted advisors creating safe spaces to learn and grow.

Inspirational: We lead with enthusiasm that inspires others to drive change in their local communities.

Adaptability: We embrace change and continuously improve the way we serve others.



Purpose

The purpose of supporting our team administratively is to successfully promote CRA Today in an online environment that offers engagement with customers, prospects, and partners.

Ultimately the work of the Administrative Assistant supports brand awareness and opportunities to engage bankers leading to engagement with the CEO and an eventual sale.

Reporting

The Administrative Assistant will report directly to the Business Manager and a dotted line to the CEO.

Continuing Education/Research

We should always be looking for ways to improve our online presence and employ new and innovative technology strategies to streamline operations.

Benefits and Compensation

1099 Contractor

100% Remote Position

10 -15 hours per week with flexibility

\$18.00 per hour (depending on experience)

Opportunity to advance as company grows

Responsibilities & Goals

Operations
Posts Daily Huddles Maintain Tasks and Projects within ClickUp Daily Participate in team meetings Weekly and as Required
Administration
CEO Calendar Management
Multiple Email Inbox Management (Inbox Zero)