

**Job Posting: MARCH 28, 2023**

## **Full-Time Administrative Assistant**

### About Keys to Literacy (KTL)

KTL is a rapidly expanding teacher training company located in Rowley, MA. We train teachers in schools across the country on teaching reading and writing skills to students across all grades. We have an office staff of 14, and more than 30 trainers who live and work out of their home offices in different states. We pride ourselves on being a great place to work and we work hard to create a company that is characterized by communication, respect, integrity, and high standards. We are a MA certified *Woman Owned Small Business*.

KTL is seeking a full-time administrative assistant who is able to work in our office full-time (i.e., within commuting distance to Rowley, MA).

Please apply if you are looking for a position in a friendly environment, with the potential for job growth, that makes a difference in the lives of children by helping them learn to read and write!

### Job Responsibilities

The tasks associated with this position include data entry into assorted software programs, typing reports, processing professional development registrations, using email and the phone to communicate with school personnel and KTL trainers, assist in transferring/building online courses into new software, updating online courses, and occasional photocopying & assembling/shipping of training materials. Administrative duties will be distributed as follows:

- Support for Special Projects (90%)
  - Process registrations for professional development trainings, including enrollment in online courses
  - Create progress reports for professional development trainings and online courses
  - Add closed captions to training videos (training provided for using the software)
  - Assist in transferring or uploading content from online courses into software (training provided for using the software)
  - Update content in training materials, including PowerPoint slides and online courses
  - Provide assistance with incoming email inquiries as needed
- General Office Support (10%)
  - Data entry, photocopying
  - Assembling, packing, and shipping training materials (books, handouts)

### Work Hours and Benefits

This is a full-time, onsite, 40-hour per week position. Benefits include paid holidays, 3 personal days, up to 5 paid sick days, and paid vacation (2 weeks the first year, 3 weeks after). Medical benefits are available. We provide time off for bereavement and are flexible about scheduling work hours.

Salary Range: \$20 to \$24 per hour depending on experience.

### Minimum Qualifications

- Minimum high school diploma; post-secondary education, including associates or higher college degree preferred
- At least 3 years of experience in a similar position
- Must exhibit polite and professional communication via phone and email
- Must be proficient in use of the following technology:
  - Google Workspace Folders, Documents, Sheets, Forms
  - Microsoft Excel, Word, PowerPoint
- Familiarity with the following is a plus:
  - Salesforce
  - Teachable
  - Articulate 360
  - VEED.IO
- Must be comfortable with learning new technology and software
- Must have strong organization and administrative writing skills
- Must be flexible and willing to help out as needed by the rest of the team

### Contact:

Please send a resume and cover letter to Stacey Gridley Clark via email: [stacey@keystoliteracy.com](mailto:stacey@keystoliteracy.com)

Equal Employment Opportunity Statement: KTL is committed to a policy of equal opportunity and does not discriminate in the terms, conditions, or privileges of employment on account of race, age, color, sex, national origin, physical or mental disability, or religion or otherwise prohibited by federal and state law.