



Literacy Partners is currently seeking an Administrative Assistant to work part time.

Title: Administrative Assistant

Literacy Partners Background: Literacy Partners is an educational consulting organization that provides professional development to elementary and middle schools around Southern California. Their consultants train teachers in reading and writing workshop and all areas of balanced literacy. Their consultants work in different schools each day providing support for teachers and administrators.

General responsibilities include:

- Sending invoices
- Following up with schools regarding purchase orders and payments
- Creating contact lists and sending emails
- Gathering materials for Literacy Partners website
- Reading and responding to emails
- Organizing materials for large institutes
- Creating flyers
- Helping out during institutes
- Developing systems for organization in the office

Traits and Characteristics:

- Organized and must have excellent written and oral communication skills
- Dependable, conscientious, and detail oriented
- Self starter

Experience and Education:

The successful candidate must have knowledge of Microsoft Office & Adobe Illustrator.

Pay: \$18 an hour