

## POSITION DESCRIPTION

<b>Job Title:</b>	<b>Administrative Assistant of Grants and Operations</b>
<b>Department:</b>	West Michigan Teacher Collaborative
<b>Classification:</b>	Non-Union Classified Hourly – Grade 5
<b>Reports To and Evaluated By:</b>	Executive Director, West Michigan Teacher Collaborative
<b>Terms of Employment:</b>	Full-time, year-round (260-day) position, subject to all rules and regulations covering classified hourly personnel (grant funded position)
<b>Supervises:</b>	NA

### **BROAD STATEMENT OF RESPONSIBILITIES:**

The WMTC Administrative Assistant of Grants and Operations will support the development, coordination, and execution, quality, and effectiveness of West Michigan Teacher Collaborative (WMTC). WMTC is an initiative led by Kent, Ottawa, and Muskegon ISDs in partnership with GVSU to recruit, train, and retain the next generation of excellent teachers to lead West Michigan Classrooms. The Administrative Assistant of Grants and Operations will work with the WMTC Executive Director and WMTC staff as they support teacher candidates throughout the region.

The Administrative Assistant of Grants and Operations provides essential operational, fiscal, and administrative support to ensure West Michigan Teacher Collaborative runs efficiently, compliantly, and with excellence. Manage day-to-day business operations, financial tracking (in coordination with Kent ISD Business Office), vendor coordination, and documentation essential for grant reporting and cross-organizational collaboration. Serve as the operational backbone that enables program staff to focus on member success. This position requires exceptional attention to detail, strong organizational systems, the ability to navigate complex grant and university/district processes, and a commitment to WMTC's mission.

### **SPECIFIC DUTIES AND RESPONSIBILITIES:**

1. Perform clerical and office-based administrative duties, including purchasing, invoicing, budget tracking, and scheduling
2. Meeting or event coordination, communication, and setup
3. Research support and project planning, progress monitoring of projects, and deadline management
4. Maintain accurate candidate, partnerships, media, and other related data and contact lists
5. Maintain team supplies and promotional materials
6. Demonstrate a strong commitment to equity and inclusion in all practices and responsibilities
7. Consistently provide excellent customer service to all WMTC candidates and partners

8. Organize and maintain candidate documents and accompanying timelines
9. Create and track purchase requisitions, maintain supporting documentation, and process invoicing
10. Track program budgets, provide monthly budget reports, assist with budget amendments, and prepare budgets
11. Manage department contracts, confidential records, and paperwork in accordance with organizational and state requirements
12. Assist in the automation and streamlining of departmental processes
13. Compose letters, memos, meeting minutes, newsletters, and other such communications
14. Perform duties in a manner that complies with all applicable rules, policies, and laws
15. Maintain a high level of professionalism and interpersonal communication skills, such as discretion, integrity, confidentiality, and flexibility
16. Maintains regular and consistent employee attendance
17. Other pertinent duties as assigned

**KNOWLEDGE, SKILLS, AND ABILITIES REQUIRED:**

1. Associate's or Bachelor's degree in accounting, business, operations, or related field preferred (or equivalent experience)
2. Minimum of 2 years of experience in office administration, financial support, bookkeeping, budget tracking, or operations coordination
3. Experience creating purchase requisitions, processing invoices, maintaining documentation, and tracking departmental or program budgets
4. Experience supporting grant-funded, education, nonprofit, or public sector programs is preferred
5. Strong proficiency with spreadsheets and financial tracking tools (Excel/Google Sheets required)
6. Experience with CRM or workflow systems and data management platforms (Monday.com preferred)
7. Demonstrated ability to manage multiple projects and deadlines with high accuracy and organization
8. Strong customer service orientation and communication skills
9. Ability to maintain confidentiality and handle sensitive financial and personnel information
10. Ability to work independently while collaborating across teams
11. Ability to support occasional evening or weekend events as needed

The above is intended to describe the general content of and requirements for the performance of this position. It is not to be construed as an exhaustive statement of duties, responsibilities, or requirements.