

Administrative Specialist at Lasallian Educational and Research Initiatives (Full-Time, Remote)

Lasallian Educational and Research Initiatives embodies the forward-thinking mission of the Institute of the Brothers of Christian Schools. We are a nonprofit organization dedicated to empowering the next generation, creating opportunities that drive holistic human and spiritual growth. Our commitment is to young people, providing cutting-edge research and publishing initiatives that inspire their full potential and supporting the educators and mentors who guide them on their journey to becoming well-rounded individuals. Learn more about our distinct brands at <https://leri.co/>.

We are seeking an energetic, detail-oriented individual to join our team as an Administrative Specialist. This role supports two dynamic business units, providing comprehensive administrative support to a creative and driven group of professionals at Saint Mary's Press and Springtide Research Institute. The ideal candidate will work closely with leadership, excelling in a fast-paced, innovative environment where a passion for learning is highly valued. We're looking for someone who enjoys building and maintaining positive, trust-based relationships with internal and external partners. The ability to handle confidential information with the utmost professionalism is essential. This role demands a proactive, self-motivated individual who can anticipate needs, make timely decisions with minimal guidance, and the ability to think critically under pressure.

Our team is highly collaborative, fully remote, and values both hard work and having fun. If you are tech-savvy, driven, and passionate about learning, we'd love to hear from you.

Objectives of this role

- Support the President/CEO and provide additional support to leadership team members, as needed, ensuring that company goals and objectives are achieved and operations run smoothly and efficiently
- Maintain and refine internal processes that support leadership companywide, while coordinating internal and external resources to streamline and expedite workflows
- Manage communication with employees by acting as a liaison between internal and external leaders on various projects and tasks

Primary Responsibilities

- Respond to all administrative assignments and requests as directed by the President/CEO and leadership team
- Provide administrative support for Board of Director meetings, including collaborating with the President/CEO and CFO to prepare the board packet, coordinating board member travel, recording Board meeting minutes, and managing all other meeting logistics
- Assist the President/CEO with tasks related to project management and company operations

- Manage vendor and project contracts as well as purchase orders (POs) for St. Mary's Press & Springtide Research Institute
- Assist with travel requests across both business units
- Maintain the highest level of professionalism and strict confidentiality with all materials, communications, and processes
- Organize team communications and plan events, both internal and off-site

Required skills and qualifications

- Four or more years of experience in an administrative role, reporting directly to upper management
- Excellent written and verbal communication skills
- Strong time-management skills and an ability to organize and coordinate multiple concurrent projects
- Advanced proficiency in Microsoft Office productivity tools and an aptitude for learning new software and systems
- Flexible team player who is adaptable to change and unafraid to take on challenges

Preferred skills and qualifications

- Experience with Board of Directors
- Experience working with senior leadership
- Associate's or Bachelor's degree in related field preferred, or equivalent combination of education and experience

We recruit, develop, and retain talented people from diverse communities and foster a culture of equity and inclusion within our organization. We welcome and encourage applicants of all backgrounds and identities, and employment is based on personal capabilities and qualifications without discrimination because of race, color, creed, religion, gender, sexual orientation, genetic predisposition, age, national origin, disability, or any other protected class or characteristic as established by law. As an equal opportunity employer, we recognize that our strength lies in our people and in our common commitment to serving the needs of young people and those who care for them.