

Administrative Coordinator

Job Announcement
Fall 2021



Mission of the Program

The Aaron Price Fellows Program was created in 1991 by the Price Family to honor the life of their son, grandson, and brother, Aaron. Every spring, a class of 9th grade students from five public high schools is selected for a three year journey that includes an “up close and personal,” behind-the-scenes look at government, business, non-profit and cultural institutions. The goals of the program are to: foster friendships between Fellows from diverse ethnic, religious and economic backgrounds; teach Fellows about government, cultural, business and non-profit institutions to illustrate their significance and relevance in their lives; and expose Fellows to exciting career opportunities. For additional information regarding the Aaron Price Fellows Program, go to www.aaronpricefellows.org

PURPOSE OF THE POSITION

Under the general direction of the Executive Director, the Administrative Coordinator provides operational and administrative support for the Fellows Program. This position: provides daily administrative support to the team; maintains the Fellows website and database; and helps plan, implement and manage multifaceted, ongoing projects.

SPECIFIC DUTIES

Office Administration 40%

- Provide day-to-day administrative support to the Fellows team, such as calendaring events, drafting memos and correspondence.
- Independently identify and complete projects, assuming full accountability for results. Projects may include: compiling data and producing reports; writing formal letters, program evaluations and thank you notes; taking meeting minutes; and providing logistical support for programs and events
- Produce, send and monitor all program announcements, reminders and RSVPs
- Provide team with prompts and reports for deadlines and deliverables
- Track and monitor budgets, contracts, and expenditures
- Order and track supplies

Program Administration 35%

- Manage and help execute multifaceted, ongoing initiatives, such as recruitment and alumni engagement
- Update and expand program presence on the website and social media
- Develop and prepare materials for local programs

Data Management 20%

- Track Fellows’ participation, including attendance, evaluation and record keeping processes
- Monitor and update the external website and internal database, ensuring the accuracy of all data and information
- Review data and prepare reports as requested
- As needed, work with external partners to collect and prepare data for program evaluation

Other Duties as Assigned 5%

- Establish and maintain a positive team work environment in all settings

QUALIFICATIONS AND SPECIAL SKILLS

Knowledge and Abilities

- Apply independent judgment, discretion, and initiative to address problems and develop solutions
- Manage multiple projects and priorities, at times using negotiation and persuasion skills to achieve results and expedite projects
- Perform business math, analyze budgetary data, and make accurate projections requiring some inference
- Be a highly motivated self-starter who works independently, with minimal supervision, and as part of a collaborative team
- Effectively handle interpersonal interactions and confidential student situations at all levels
- Communicate effectively, both orally and in writing, including English grammar, spelling, and punctuation
- Knowledge and skill in Microsoft Office (Word, Excel, and Power Point)

- Knowledge and skill in online and social media platforms, including Facebook, Instagram, and MailChimp

Experience/Education

- Bachelor's degree or equivalent in appropriate field related, or additional experience may be substituted for the required education on a year for year basis
- Three years of progressively responsible experience in technical or administrative assignments

PREFERRED QUALIFICATIONS AND SPECIAL SKILLS

- Strong background in administrative management and organizational development
- Experience in communications
- Expertise in using office software packages, technology, and systems
- Experience in using online platforms such as Google Drive, Zoom and Instagram
- Familiarity with the Aaron Price Fellows Program and Price Philanthropies
- Conversational Spanish desired, but not required

SALARY

Salary is dependent on experience. The expected range is \$50,000 - \$60,000 annually.

TO APPLY

If interested, please send a cover letter and resume to hr@pricephilanthropies.org by September 30, 2021.