

Position Description

Administrative Assistant

David P. Weikart Center for Youth Program Quality

TITLE: Administrative Assistant

SUPERVISOR: Managing Director

SUMMARY: Provide administrative support to the Managing Director and Weikart Center Leadership Team, including support for quick-turnaround assignments and regular in-box and schedule management. The Administrative Assistant will also provide general support on administrative, facilities- and logistics-related tasks including inventory management; coordinating, packing, and shipping of materials; and documentation of process steps. The successful candidate will have excellent attention to detail, display initiative, and follow through on a range of tasks that support organizational efficiency and excellence.

Organizational Background

Founded in 1998, the **Forum for Youth Investment** is a national nonprofit, nonpartisan “action tank” committed to changing the odds that all children and youth are ready for college, work, and life. It provides ideas, services, and networks that leaders need in order to make more intentional decisions that are good for young people. The Forum helps leaders increase their capacity to more effectively make the case for and manage the collaborative efforts that are needed to change the odds for youth; improve the alignment and appropriateness of child and youth policy agendas and investments; and strengthen programs’ and practitioners’ capacity to create environments in which youth thrive, across all the systems and settings where young people spend time.

In 2008, the Forum created the **David P. Weikart Center for Youth Program Quality** to build the capacity of public and private agencies to implement quality improvement and performance systems that simultaneously foster professional learning and whole-child development with the purpose of improving social-sector outcomes. The Weikart Center’s research-based core products and services are currently used in over 4,500 out-of-school time settings nationally and form the basis for quality improvement systems in over 140 publicly and privately funded systems. The Weikart Center empowers education and human service leaders to adapt, implement, and scale best-in-class, research-validated, quality-improvement systems to advance child and youth development.

The Forum is a thriving organization with a budget of over \$10 million, a staff of 48 and headquarters in Washington DC. This position is based in Ypsilanti, Michigan, at the headquarters of the Weikart Center. The Center has an annual budget of over \$4 million and a staff of 24. While the Forum overall is funded by a mix of foundations and corporations with a growing fee-for-service contract base, the Weikart Center’s budget is funded predominantly (80+%) by fee-for-service contracts. For more information, please visit <http://www.forumfyi.org/>.

Position Responsibilities

- Provide administrative assistance to the Managing Director and Weikart Center leadership, including support for quick-turnaround assignments and regular in-box, schedule and task management.
 - Be prepared to interact frequently and efficiently with key stakeholders (e.g., clients, partners, funders and Board members), conveying and updating information in person as well as via email, phones, and written correspondence. Accept bottom-line responsibility for being the information conduit for scheduling requests for the Managing Director and, as needed, Weikart Center leadership team.
 - Handle travel arrangements for the leadership team, including coordinating flights, lodging, and meetings; securing appropriate travel documents; and preparing expense reports.
 - Provide support and manage deadlines associated with special projects and events that involve the Weikart Center leadership team (e.g., mailings, meetings, briefing papers, internal reports, etc.).
 - Prepare short correspondence as needed.
- Provide logistics support and record keeping for programmatic activities.
 - Coordinate venues, hospitality, materials and supplies for live training events, consulting engagements, and other meetings.
 - Book staff and consultant travel for trainings, meetings, and conferences.
 - Efficiently fulfill client requests for training and other materials, as well as orders from the online store, and maintain inventory of training supplies and materials.
 - Provide administrative support to set up online course registrations for capacity-building training workshops.
 - Process training evaluations, certificates, and endorsement letters for training workshops, and generate, disseminate, and file summary reports for each live training workshop.
 - Maintain client, project, training, and development files, ensuring that they are up-to-date and accessible as needed.
- Provide back-up support for finance and facilities.
 - Be familiar with all aspects of unit activities in order to effectively use that information to screen, prepare and manage responses. This includes knowledge of projects, procedures and policies.
 - Provide back-up support to business and facilities manager to ensure business systems are implemented and utilized effectively and that supplies are stocked and well organized.
 - Support an orderly office environment by coordinating efforts to maintain and improve our work space.
- Other duties as assigned.

Performance/Character Requirements

The successful candidate will be known as a highly organized person who meets deadlines and is very effective in time management. Ability to make judgments, assume responsibility, and work independently is essential. Ability to identify and establish priorities, and attend to all details in a professional manner is required. Initiative, creativity, reliability, flexibility, thoroughness, accuracy and follow-through are critical.

Qualifications

- Excellent time management and organizational skills are required.
- Communications skills must be effective and courteous, requiring high integrity and professionalism.
- Advanced Microsoft Office skills required; interest in/knowledge of client management systems preferred.
- At least 1 year of professional office experience as executive or administrative assistant required. Bachelor's degree and interest in youth development preferred.

Working Environment

The position will be based in the Weikart Center's Ypsilanti, Michigan office. Flexibility is required to adapt to the dynamic work environment of a small non-profit research and consulting organization that has national clients and exposure. The climate is informal but mission-driven. Excellence is valued in every position.

Position & Compensation

The salary range, duties and responsibilities of this position meet the requirements of Section 13 (a) (1) of the Fair Labor Standards Act and therefore it qualifies as an "exempt" position.

Please send resume and cover letter with salary requirements to: jobs@cypq.org. Applications will be reviewed on a rolling basis. If your application is selected for an interview, you will be contacted directly. No telephone calls or inquiry emails, please.

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The Forum for Youth Investment is committed to creating a diverse work environment and is proud to be an Equal Opportunity Employer and drug-free workplace, and to comply with ADA regulations as applicable. All applicants are considered for all positions without regard to race, religion, color, sex, gender, sexual orientation, pregnancy, age, national origin, ancestry, physical/mental disability, severe/morbid obesity, medical condition, military/veteran status, genetic information, marital status, ethnicity, alienage or any other protected classification, in accordance with applicable federal, state, and local laws. We encourage individuals of all backgrounds to apply. If you are a qualified candidate with a disability, please email us at jobs@forumfyi.org if you require a reasonable accommodation to complete your application.