

Position Description

Administrative Assistant (2 positions)

David P. Weikart Center for Youth Program Quality

TITLE: Administrative Assistant

SUPERVISOR: Director / Senior Manager

PURPOSE: The Administrative Assistant will provide general support on administrative and logistics-related tasks that support our training and technical assistance efforts focused on continuous improvement and youth program quality. These may include record-keeping (including inventory management), coordinating, and documenting 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.

SALARY: Compensation for this position is targeted to be equivalent to \$35,000 - \$40,000 annually, with comprehensive benefits

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. The Forum connects leaders to ideas, services and networks that can help them make more intentional decisions that are good for young people, even in the face of limited resources. It helps leaders who are trying to improve & align policies, plan & partner for impact, and/or strengthen programs & adult practice 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 strengthen programs and adult practice by building the capacity of public and private agencies to implement quality improvement and performance systems that simultaneously foster professional learning and whole-child development. 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 helps youth-serving systems build the safe, supportive, interactive, and engaging environments that are foundational to youth development. From data-driven tools to expert trainings, we equip leaders who serve young people with the positive youth development and SEL-informed resources they need to create a culture of continuous improvement for staff and for youth.

Position Responsibilities

% of Time

- | | |
|---|-----|
| (1) Logistics support and documentation: Working closely with project leaders, manage a range of logistical tasks that support the delivery of high-quality consulting, technical assistance, and training workshops for our field partners and clients. Tasks include: | 55% |
| <ul style="list-style-type: none">• Setting up online training workshops, learning communities, and course registrations• Coordinating between field partners, Weikart Center trainer/coaches, and staff leads to support execution of project deliverables• Maintaining, updating, and disseminating records related to clients, projects, and trainings, ensuring that they are up-to-date and accessible as needed, including management of logistics related to our online systems including online store, training, and data collection systems.• Coordinating staff, venues, hospitality, materials, and/or Zoom scheduling for workshop events, consulting engagements, and other meetings.• Supporting coordination of travel arrangements for staff and consultants, including flights, accommodations, and expense reporting. | |
| (2) Business systems support and improvements: Working closely with leaders in the Weikart Center's business systems function, support the design, implementation, and improvement of business systems and processes that increase efficiency and effectiveness of our work, internally and externally. | 30% |
| (3) Administrative support: Support directors and/or project leaders with scheduling and task management, including client/partner outreach and follow-up, and contract management support. | 10% |
| (4) Contribute to unit and organization-wide priorities and special projects | 5% |

Performance/Character Requirements

We are looking for emerging superstars poised to grow rapidly into dynamic leaders. People who have an insatiable desire to grow and learn, and are passionate about youth development, continuous improvement, racial equity, and social justice. People eager to constantly try new things, adapt, learn, and improve. People who are analytical, see the big picture, and suggest strategic shifts of direction – while simultaneously keeping track of details, and making sure clients' and colleagues' needs are met. People who work hard and take pride in their work and support colleagues to do the same. We love what we do and want you to as well. The **Administrative Assistant** position is an exciting opportunity for those who enjoy organizing details, improving processes, and working as part of a team to help solve real problems and advance youth development.

Qualifications

At least one year of professional office experience, with advanced-level skills using Microsoft Office tools (e.g., Outlook, Word, Excel, Powerpoint, Teams, Sharepoint) required. A bachelor's degree, experience with client relationship management systems, and an interest in youth development strongly preferred.

Working Environment

Flexibility is required to adapt to the dynamic work environment of a small non-profit research and consulting organization that has national and international clients and exposure. The climate is informal but mission-driven. Excellence is valued in every position. The Forum's Weikart Center team transitioned to be fully remote during the COVID-19 pandemic and is hiring staff to join our fully remote team. Occasional travel, when deemed safe to resume, is expected for in-person team meetings (in Ypsilanti, MI) and client/partner meetings (estimated less than 5% time).

Position & Compensation

The salary range, duties and responsibilities of this position do not meet the requirements of Section 13 (a) (1) of the Fair Labor Standards Act and therefore qualifies as a "non-exempt" position. The salary is targeted to be equivalent to \$35,000 - \$40,000 annually, with a comprehensive benefits package that includes medical, dental, and vision insurance; short- and long-term disability; a 403(b) retirement program; and generous paid vacation, sick and holiday time.

Please send resume and cover letter to: jobs@forumfyi.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.

**

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, gender identity, 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.