

ADMINISTRATIVE ASSISTANT

MISSION STATEMENT: Oliver Scholars prepares high-achieving Black and Latinx students from underserved New York City communities for success at top independent schools and prestigious colleges. We provide crucial support for our Scholars so they can realize their full potential and ultimately give back to the city, the nation, and the world.

JOB TITLE: Part-Time Administrative Assistant

REPORT TO: Chief Program and Equity Officer

DEPARTMENT: Scholar Services

POSITION TYPE: Part-time

FLSA: Non-Exempt

LOGISTICS: Temporarily Remote

SUMMARY: Oliver Scholars seeks an **Administrative Assistant – Part Time** to assist the Scholar Services department initiatives. This position reports to the Chief Programs and Equity Office and is responsible for providing administrative support to Scholar Services and facilitate progress towards future goals. The incumbent will perform daily clerical work and support assigned staff with department projects, data management, and other general office duties. In addition, this position provides logistical assistance for various meetings and events.

The ideal candidate is experienced in handling a wide range of administrative projects and can work independently with minimal supervision. This person must be exceedingly well-organized, flexible, and able to uphold the mission and values of Oliver Scholars in every aspect of the work.

The ability to maintain a high level of professionalism and confidentiality while interacting with internal and external stakeholders while remaining adaptable, proactive, resourceful, and efficient is crucial to this role.

RESPONSIBILITIES:

- Manage mass email invitations and reminders for events and meetings.
- Organize all current and future Google Sheets rosters (Master, Caseloads, Emails, etc.)
- Upload grades for CC classes.
- Recordkeeper of RSVPs & attendance during events.
- Assist with collecting any documents from parents and/or scholars (i.e., consent forms, scholar agreements, etc.)
- Create online response forms/surveys needed from scholars and families.
- Arrange both internal and external events for team and scholars/parents.
- Assist in running data-driven reports and exporting/importing data to several different databases.

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- Occasionally conduct research on scholars, schools, topics related to supporting scholars and their families, etc.
 - Help organize and maintain Scholar Services Google Drive files.
 - Perform data entry duties as needed and assigned.
 - Organize and monitor schedules and see that deadlines are met.
 - Coordinate efforts within the team and with external constituents efficiently.
 - Demonstrate commitment to the Chief Equity and Program Officer and confidentiality continuously.
 - Identifies scheduling conflicts and provides regular scheduling updates to the team.

QUALIFICATIONS:

- Minimum of 3 years' relevant work experience in the nonprofit sector and; An associate degree or higher and previous experience working in a fast-paced environment preferred.
- Exceptional communication and interpersonal skills.
- Able to work independently with little supervision.
- Highly motivated with a strong work ethic.
- Keen attention to detail and an aptitude for problem-solving.
- Able to proactively address potential issues.
- Reliable, trustworthy, and committed to the team's success.
- Outstanding organizational skills and ability to prioritize tasks.
- Able to thrive in a high-volume, deadline-driven work environment.
- Willingness to accommodate requests for support outside of regular business hours. on occasion, with appropriate notice.
- Strong proficiency in Microsoft office 365, Adobe Acrobat, and Google Suite applications.
- Familiarity with all Social Media platforms.
- Spanish speaking a plus.
- Background check are required for this position.

DESIRED COMPETENCIES

- **Ethics** - Treats people with respect; Keeps commitments; inspires the trust of others; works with integrity and ethically; upholds organizational values.
- **Adaptability** - Adapts to changes in the work environment; willing to learn new techniques and procedures; Manages competing demands; changes approach or method to best fit the situation; able to deal with frequent change, delays, or unexpected events.
- **Innovation & Initiative** - Displays original thinking and creativity; Meets challenges with resourcefulness; Generates suggestions for improving work; Develops innovative approaches and ideas; Presents ideas and information in a manner that gets others' attention; Looks for and takes advantages of opportunities.
- **Planning/Organizing & Project Management** - Prioritizes and plans work activities; Uses

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time efficiently; Plans for additional resources; Sets goals and objectives; Organizes or schedules other people and their tasks; Develops realistic action plans; Communicates changes and progress; Completes projects on time and budget.

- **Interpersonal Skills** - Focuses on solving conflict, not blaming; listens to others without interrupting; keeps emotions under control; remains open to others' ideas and tries new things.

HOW TO APPLY: For consideration, please forward your cover letter and resume to jobs@Oliverscholars.org Please note, “**Job Title** – [Your Last Name]” in the subject line of your email. Only applicants under consideration will be contacted. No phone calls please.

COMPENSATION: Salary commensurate with qualifications and experience.

A diverse workforce and open culture are at the heart of our organization and vital to our success. Oliver Scholars is an equal opportunity/affirmative action employer. All qualified applicants will be considered for employment without discrimination based on race, color, creed, national origin, sex, age, disability, marital status, sexual orientation, military status, citizenship status, or current employment status. Candidates who identify as members of historically underrepresented groups are highly encouraged to apply.