

JOB ADVERTISEMENT

Office Administrator
February 2023

ABOUT THE AFTERSCHOOL ALLIANCE

Join a dynamic, mission-driven team working to provide all children and youth access to afterschool and summer programs. Afterschool programs create learning opportunities for students while giving working families peace of mind. We've worked to ensure 7.8 million kids have fun, engaging programs after school, but there are 25 million more waiting to get in a program.

POSITION SUMMARY

Reporting to the Senior VP of Finance and Administration, the Office Administrator will provide administrative support for finance, HR, and general office management operations. This position will enjoy a fast-paced, team-oriented, and mission-driven environment. If you are looking for a great place to work, like helping others, and love creating procedures and putting things in order – this is for you! The Office Administrator will be reliable, accurate, demonstrate attention to detail, use discretion, take initiative, think critically, and possess a collegial attitude.

The Office Administrator is responsible for the oversight, coordination, and implementation of an efficient office environment. The Administrator will support HR operations by organizing materials and assisting with benefits enrollment. The Administrator will also provide administrative support to the Finance department.

MAJOR ROLES & RESPONSIBILITIES

Office Management:

The Office Administrator will be in charge of the office wellbeing and assist with achieving an efficient work environment; serve as a liaison to building management; answer the main phone and general mailbox; maintain physical storage space; oversee office appliances and equipment maintenance; and coordinate and assist with shipping and mailing.

Administrative Support to Finance:

The Office Administrator will support accounts payable operations and will compile documentation for payment processing.

Administrative Support to Human Resources:

The Office Administrator will provide administrative support to HR with filing, updating employee data, coordinating employee rosters, job descriptions and files, recruitment, onboarding and departures.

Successful candidates will possess:

- Excellent organizational skills with a high degree of accuracy
- Experience working with personnel records and other confidential information
- Willingness and demonstrated ability to learn new systems and processes
- Fluency with MS Office 365, SharePoint, and other systems, especially Excel
- Collegial attitude and desire to be a team player
- Responsible, reliable, and diligent demeanor

Complete job description is available on the Afterschool Alliance website: www.afterschoolalliance.org

Hours per week: 40 hrs. This position is based in Washington, DC and requires regular in-office attendance.

Employment type: Full time, regular, exempt from overtime provisions

Physical demands: This position may require light work that includes moving packages of up to 40 pounds.

Compensation: Salary commensurate with experience. We offer excellent benefits, including health insurance, life and short and long-term disability insurance, a 403(b) retirement plan, flexible spending accounts and generous vacation, sick leave, and holiday schedules. The Afterschool Alliance offers a well-balanced work environment with a supportive and growing team and opportunities for advancement.

To Apply: Please send cover letter, resume, and 2-3 references to HR@afterschoolalliance.org. In the subject line type "Office Administrator 2023".

The job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee. Duties, responsibilities and activities may change or new ones may be assigned at any time with or without notice.

The Afterschool Alliance is an Equal Opportunity Employer.

Equal Opportunity Employer Statement

The Afterschool Alliance is an equal opportunity employer. We will not discriminate and will take affirmative action measures to ensure against discrimination in employment, recruitment, advertisements for employment, compensation, termination, upgrading, promotions, and other conditions of employment against any employee or job applicant on the bases of race, ethnicity, gender, national origin, age, religion, creed, disability, veteran's status, sexual orientation, gender identity or gender expression.