



## **JOB ADVERTISEMENT**

Administrative Assistant  
December 2022

### **THE OPPORTUNITY – ABOUT THE AFTERSCHOOL ALLIANCE**

The Afterschool Alliance is a national advocacy and communications nonprofit committed to providing children and youth equal access to quality afterschool and summer programs that help them learn and grow, and provide working families with peace of mind. Our enthusiastic and collaborative team has worked to ensure 7.8 million children have fun, engaging programs after school, but there are 25 million more children whose parents want them in these programs but for whom programs are not available. Our mission is to close that gap.

### **POSITION SUMMARY**

The Administrative Assistant will support the Afterschool Alliance's mission by working directly with our Executive Director and Director of Philanthropic Strategies to provide administrative and strategic support while engaging in all aspects of a fast-paced, team-oriented, and mission-driven nonprofit organization. The Administrative Assistant Role requires careful attention to detail, discretion, an ability to take initiative, critical thinking, and a collegial attitude.

### **KEY RESPONSIBILITIES**

- Manage Executive Director's schedule, including daily calendar and contacts
- Organize preparatory and logistical materials for local and out-of-town meetings and events
- Assist Executive Director with managing prioritized projects and executing administrative tasks
- Serve as Executive Director's liaison to staff
- Coordinate all Board of Directors-related efforts:
  - Manage Board and committee calendars
  - Prepare and execute materials and logistics for three annual Board meetings, plus interim committee meetings & reports
  - Take minutes at all Board and Board committee meetings
  - Compile and draft Board reports, work plans, year-end review, and related materials
  - Keep up-to-date records of Board decisions, participation, projects and other relevant matters
  - Coordinate Board Member attendance and participation in special events and projects related to the Afterschool Alliance's work
- Support the Director of Philanthropic Strategies on Development-related activities:
  - Assist in the management, tracking, solicitation, and acknowledgment of major grants and donations
  - Enter accurate and relevant grant and donation data into the development database
  - Provide research support on prospective new funders
  - Maintain clear and consistent files for funder and prospect records
  - Provide documentation support for development-related processes
- Support the Afterschool Alliance Staff:
  - Manage staff calendar
  - Coordinate all staff meetings
  - Coordinate senior team meetings
- Assist on specific projects, as assigned

**Hours per week:** 40 hrs

**Employment type:** full time, regular



**Qualifications:** The Afterschool Alliance offers a well-balanced work environment with a supportive and growing team and opportunities for advancement.

**Candidates must have:**

- Excellent attention to detail and accuracy
- Demonstrated ability to take initiative and problem-solve
- Strong editing, oral communications, and organizational skills
- Confidentiality and discretion
- Excellent interpersonal skills
- Proficiency with MS Office Suite
- Ability to manage multiple projects under tight deadlines
- Collaborative nature and ability to work well in teams
- Familiarity with Salesforce or other grant management software preferred but not required

Candidate should exhibit demonstrated interest in education and/or youth development. Some flexibility of hours and willingness to travel is required.

This position is based in Washington, DC and requires regular in-office attendance.

**Compensation:** Salary commensurate with experience. We offer excellent benefits, including health insurance, life and short and long-term disability insurance, a 403(b) retirement program, flexible spending accounts and generous vacation, sick leave, and holiday schedules.

**To Apply:** Please send cover letter, resume, writing sample, and references to [HR@afterschoolalliance.org](mailto:HR@afterschoolalliance.org).

**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.*