



Senior Administrative Coordinator

Job Description

Position Overview

The Senior Administrative Coordinator will support the entire Freedom School Partners team. S/he will handle details of a highly confidential and critical nature, and must function efficiently and effectively in a fast-paced professional environment. S/he will have a proven ability to independently manage multiple tasks and projects with competing priorities and deadlines, screen and prioritize communications and opportunities from external and internal sources, and organize and maintain administrative processes. The ideal candidate will be dynamic, high-energy, versatile, highly organized, possess the ability to think outside the box while problem-solving, and be able to support cross-functional coordination.

Primary Responsibilities

Staff Support

Provide support for the Freedom School Partners staff to include all aspects of administration, with a strong focus on meeting and event coordination, travel coordination and special projects. Anticipate the needs and proactively take action and ownership of all details.

Liaison to Executive Director

Act as a liaison to the Executive Director, with a strong focus on calendar management, interceding when necessary to ensure that her time is effectively spent on broad department matters, strategic initiatives, critical and external communications and relationships. Compose general correspondence. Field external inquiries and delegate to the appropriate team member for response and resolution.

Liaison to Board of Directors

Assist with coordinating Board of Directors and Committee meetings. Maintain Board documents, including minutes, orientation notebooks, and other documents requested by the Executive Director or Board

Administrative Personnel Management

Hire and manage seasonal administrative staff for Freedom School Partners, to include an Admin Intern and a Technology Intern. Assist with other administrative tasks related to hiring, on-boarding and training staff.

Inventory, Equipment and Supply Management

Oversee and order inventory, supplies and equipment for Freedom School Partners. Serve as liaison between Freedom School Partners and service providers. Set up computers, printers and other devices to be used by staff and other Freedom School sites. Maintain inventory of fixed assets, establish a system of safeguarding assets and help staff ensure adherence. Provide year round IT support to staff; as well as to the various sites during the summer.

Facility Management

Create and maintain a maintenance schedule for facility, vehicle and rented equipment. Oversee department space usage, inspections, and house maintenance.

Qualifications/Knowledge/Education

- 3+ years related experience working in a nonprofit environment
- Excellent written and oral communication skills, good judgement and decision making skills, excellent interpersonal and customer service skills.
- Proactive and willing to take initiative and follow-up/follow through with a variety of tasks
- Ability to independently compose general correspondence, memos, and other documents for distribution to both internal and external clients of all levels and handle highly confidential matters with discretion
- Excellent time management skills and ability to work independently, requiring minimal supervision
- Enthusiastic person with high level of professionalism and ability to lead and manage others effectively, with a strong orientation toward teamwork and collaboration
- Good understanding of IT systems in order to communicate with technology vendor(s)
- Commitment to CDF Freedom Schools®
- Proficient in MS Office Suite (MS Word, Excel, Power Point and Outlook)
- Experience with a Cloud-based platform, i.e. SharePoint or OneDrive



- Valid ID and reliable transportation
- Satisfactory drug test and satisfactory background check for criminal and child protective findings

Accountability

Shall be accountable to the Finance/Human Resources Director

Compensation and Benefits

- Competitive Salary
- 10 vacation days earned after 90 days of successful employment (prorated to start of calendar year); additional days earned after 2 years of employment
- 8 paid holidays (defined annually) and 2 floating holidays
- 10 sick or personal leaves days per calendar year
- Individual health insurance coverage through the organization's policy, premiums paid in full

About Freedom School Partners

Freedom School Partners is a nonprofit organization with the mission to “promote the long-term success of children by preventing summer learning loss through igniting a passion for reading and inspiring a love of learning.”

Application Process

Interested applicants should send cover letter and resume to Sally Sacco at sally@freedomschoolpartners.org