



# National Alliance for Partnerships in Equity Education Foundation

## Recruitment Announcement

### Program Assistant

#### Organizational Profile

The National Alliance for Partnerships in Equity Education Foundation (NAPEEF) is a 501(c)3 nonprofit organization that was created in 2002 to support the needs of the membership of the National Alliance for Partnerships in Equity (NAPE). NAPE is a membership-based consortium of state and local education and workforce development agencies, corporations, and national organizations and individual professionals. NAPE and the Foundation share a common mission: **to build educators' capacity to implement effective solutions for increasing student access, educational equity, and workforce diversity.** This mission is met by collaborating with stakeholders in education through NAPE's four lines of business: professional development (PD), technical assistance, research, and public policy.

#### Position Description

The Program Assistant will be experienced in managing a wide range of administrative and staff support-related tasks and able to work independently with minimal supervision. The candidate will effectively interact with staff, clients, board of directors, and organization members in a fast-paced environment, remaining flexible, proactive, resourceful, positive, and efficient, with a high level of professionalism and work quality.

**The Program Assistant plays a critical role in achieving the organizational mission.**

This is a full-time position located in Gap, PA.

#### Reporting

The Program Assistant reports directly to the Senior Program Manager, who is responsible for management, goal-setting, professional development and evaluation of the Program Assistant.

This position supports the NAPE Professional Development team and works closely with the Chief Executive Officer, Vice President, Directors and Program Managers.

#### Duties and Responsibilities

- Support the planning and implementation of events to ensure grant, contract, and organizational success.
- Assist staff with administrative tasks such as: scheduling and coordinating logistical arrangements for meetings, taking minutes, managing meeting follow-up, preparing contracts, communicating with clients, members, board members, and partners.
- Assure materials for meetings, training sessions, programs, and events are prepared accurately and in a timely manner.
- Track and maintain product inventory; maintain library and classification of new items.
- Maintain and update contact database and master calendar.

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- Greet and direct office visitors, answer main office telephone system, respond to direct requests for information, and/or forward messages to appropriate staff.
- Assist with the management of professional development contract logistics, completion, filing, monitoring, reporting and close-out
- Maintain and update contract master calendar and other online reporting and management tools.
- Assist in the planning and implementation of the annual National Summit for Educational Equity in Washington, DC.
- Support NAPE and NAPEEF's growth strategy.

### Qualifications

- At least an Associate Degree and 3 years of experience in an executive office preferred.
- Excellent organizational, communication (oral and written), and interpersonal skills; exceptional professional attitude.
- Ability to work independently with a high level of attention to detail in a fast-paced work environment with strong work ethic to achieve high-quality output, often managing multiple projects simultaneously.
- High ability with Microsoft Office, especially Excel and Access.
- Familiarity with social media platforms such as Facebook, Twitter, and YouTube.
- Ability to travel for up to 5 days at a time up to four times a year.
- Ability to lift and move boxes up to 50 pounds.

### Compensation and Benefits

This is a full-time position located at the national office in Gap, PA. Compensation includes a competitive benefits package. Financial support for relocation, if needed, is not available. Salary Range: \$30,000 - \$35,000

### Application Process

**Submit the following items, combined into a single PDF file, to:**

[hiring@napequity.org](mailto:hiring@napequity.org)

- **Letter of interest** that includes a summary of qualifications related to the responsibilities, desirable background, and skills.
- **Resume** with details of your education and work history.
- **Three professional references** knowledgeable about your qualifications in the listed responsibilities.
- **Contact information:** Mailing address, email address, and phone number.

Incomplete applications will not be considered, and **attention to detail** will be a major factor in the evaluation of applications.

**Deadline for applications:** Wednesday, June 20, 2018, or until the position is filled.

**Start date:** Immediately upon hiring

**Equal Opportunity Employer**

The National Alliance for Partnerships in Equity Education Foundation is an equal opportunity employer.

It does not discriminate in its employment or other practices against persons on the basis of gender, race, ethnicity, national origin, sexual orientation, age, disability or status as a disabled military action veteran.

Persons from those groups protected by federal and/or state or local nondiscrimination statutes are strongly encouraged to apply.

**Eligibility**

In compliance with federal law, all persons hired will be required to verify identity and eligibility to work in the United States and to complete the required employment eligibility verification form upon hire.