

## Position Description

### Administrative Assistant

David P. Weikart Center for Youth Program Quality

<b>TITLE:</b>	<b>Administrative Assistant</b>
<b>SUPERVISOR:</b>	<b>Senior Research and Practice Specialist, Weikart Center Executive Office</b>
<b>PURPOSE:</b>	The Administrative Assistant will provide administrative support to the Managing Director and Weikart Center leadership team, including support for quick-turnaround assignments and regular in-box and schedule management. The Administrative Assistant will also provide general support on administrative and logistics-related tasks that support our training and technical assistance efforts related to continuous improvement and youth program quality. These may include record keeping, including inventory management, coordinating, and documentation of process steps. The successful candidate will have excellent attention to detail, display initiative, and follow through on a range of tasks that support organizational efficiency and excellence. The Weikart Center is currently operating remotely, but may resume in-office operations in 2021.

## Organizational Background

Founded in 1998, the **Forum for Youth Investment** is a national nonprofit, nonpartisan “action tank” committed to changing the odds that all children and youth are ready for college, work, and life. It provides ideas, services, and networks that leaders need in order to make more intentional decisions that are good for young people. The Forum helps leaders increase their capacity to more effectively make the case for and manage the collaborative efforts that are needed to change the odds for youth; improve the alignment and appropriateness of child and youth policy agendas and investments; and strengthen programs’ and practitioners’ capacity to create environments in which youth thrive, across all the systems and settings where young people spend time.

In 2008, the Forum created the **David P. Weikart Center for Youth Program Quality** to build the capacity of public and private agencies to implement quality improvement and performance systems that simultaneously foster professional learning and whole-child development with the purpose of improving social-sector outcomes. The Weikart Center’s research-based core products and services are currently used in over 4,500 out-of-school time settings nationally and form the basis for quality improvement systems in over 140 publicly and privately funded systems. The Weikart Center empowers education and human service leaders to adapt, implement, and scale research-validated, quality-improvement systems to advance child and youth development.

The Forum is a thriving organization with a budget of over \$11 million, a staff of 50+ and headquarters in Washington DC. The Center has an annual budget of over \$3 million and a staff of 18, based in Ypsilanti, MI (though currently operating as a fully remote team). While the Forum overall is funded by a mix of foundations and corporations with a growing fee-for-service contract base, the Weikart Center’s budget is funded predominantly (80+%) by fee-for-service contracts. For more information, please visit <http://www.forumfyi.org/>.

## Position Responsibilities

- Provide administrative assistance to the Managing Director and Weikart Center leadership, including support for quick-turnaround assignments and regular in-box, schedule, and task management.
  - Be prepared to interact frequently and efficiently with key stakeholders (e.g., clients, partners, funders, and Board members), conveying and updating information by email or phone. Accept responsibility for being the information conduit for scheduling requests for the Managing Director.
  - Provide support and manage deadlines associated with special projects and events that involve the Weikart Center leadership team (e.g., mailings, meetings, briefing papers, internal reports, etc.).
  - Prepare correspondence such as memos, emails, etc. as needed.
- Provide logistics support and record keeping for programmatic activities.
  - Provide administrative support to set up online course registrations for training workshops.
  - Maintain, update, and disseminate records related to clients, projects, and trainings, ensuring that they are up-to-date and accessible as needed, including management of logistics related to our online store.
  - Coordinate venues, hospitality, materials, and/or Zoom scheduling for workshop events, consulting engagements, and other meetings.
  - Support coordination of travel arrangements for staff and consultants, including flights, accommodations, and expense reporting.
- Office support (upon resuming in-person operations).
  - Ordering office supplies and maintaining mail log
  - Planning and coordinating catering for office events
  - Managing vendors related to office and programmatic functions
- Other duties as assigned.

## Performance/Character Requirements

We are looking for emerging superstars poised to grow rapidly into dynamic leaders. People who have an insatiable desire to grow and learn, and are passionate about youth development, continuous improvement, racial equity, and social justice. People eager to constantly try new things, adapt, learn, and improve. People who are analytical, see the big picture, and suggest strategic shifts of direction – while simultaneously keeping track of details, and making sure clients' and colleagues' needs are met. People who work hard and take pride in their work and support colleagues to do the same. We love what we do and want you to as well.

## Qualifications

- Excellent time management and organizational skills
- Attention to detail, adaptability, and a responsive work style
- Communication and collaboration skills reflecting integrity and professionalism.
- Advanced Microsoft Office skills (comfort with Outlook, Word, Excel, Powerpoint, Teams); interest in/knowledge of client management systems preferred.
- At least 1 year of professional office experience required. Interest in youth development strongly preferred.

## Working Environment

Flexibility is required to adapt to the dynamic work environment of a small non-profit research and consulting organization that has national and international clients and exposure. The climate is informal but mission-driven. Excellence is valued in every position. This position is currently fully remote but would transition to being office based if/when we resume in-person operations in the Ann Arbor/Ypsilanti, MI area in 2021. Occasional travel, primarily in SE Michigan, when deemed safe to resume, to support meetings and trainings.

## Position & Compensation

The salary range, duties and responsibilities of this position meet the requirements of Section 13 (a) (1) of the Fair Labor Standards Act and therefore qualifies as an "exempt" position. The salary is targeted in the mid \$30s, with a comprehensive benefits package that includes medical, dental, and vision insurance; short- and long-term disability; a 403(b) retirement program; and generous paid vacation, sick and holiday time.

Please send resume and cover letter with salary requirements to: [jobs@cypq.org](mailto:jobs@cypq.org). Applications will be reviewed on a rolling basis. If your application is selected for an interview, you will be contacted directly. No telephone calls or inquiry emails, please.

\*\*

*The Forum for Youth Investment is committed to creating a diverse work environment and is proud to be an Equal Opportunity Employer and drug-free workplace, and to comply with ADA regulations as applicable. All applicants are considered for all positions without regard to race, religion, color, sex, gender, sexual orientation, pregnancy, age, national origin, ancestry, physical/mental disability, severe/morbid obesity, medical condition, military/veteran status, genetic information, marital status, ethnicity, alienage or any other protected classification, in accordance with applicable federal, state, and local laws. We encourage individuals of all backgrounds to apply. If you are a qualified candidate with a disability, please email us at [jobs@forumfyi.org](mailto:jobs@forumfyi.org) if you require a reasonable accommodation to complete your application.*