

**Job Title:** Program Administrative Assistant

**Organization:** The Paul & Daisy Soros Fellowships for New Americans

**Start Date:** June of 2024

**Location:** New York City – Hybrid

**Application Due:** April 12, 2024

Are you ready to be the heartbeat behind a transformative fellowship program? The Paul & Daisy Soros Fellowships for New Americans (PD Soros) is on the lookout for a dynamic individual to step into the role of Program Administrative Assistant. Picture yourself at the nexus of supporting immigrants and their academic dreams. If you're driven, detail-oriented, and eager to play a pivotal role in a close-knit team, this is your chance to make a lasting impact. Let's embark on this journey together, where every task is a step toward empowering the next generation of change-makers in the United States.

PD Soros is the premier graduate school fellowship for immigrants and children of immigrants in the United States. Every year we invest in the graduate education of 30 New Americans who are poised to make significant contributions to US society. Each new Fellow receives up to \$90,000 in financial support over two years, and they join a lifelong community, which includes US Surgeon General Vivek Murthy, Co-Director of Stanford Human-Centered AI Fei-Fei Li, Ambassador to Spain Julissa Reynoso Pantaleón, and many more leaders in fields ranging from science to the arts.

As a four-person office we are looking for someone who is a curious learner, a proactive problem-solver, excellent communicator, and a team player with a sense of humor. This is an excellent opportunity to collaborate with a small team and learn about fellowships, non-profit organizations and boards, philanthropy, higher-education, data and research, accounting and budgeting, and program development. In addition, the position will be a chance to learn Salesforce, Wordpress, MailChimp, and several other essential cross-industry platforms. The position will be a chance to contribute to an important mission and help shape the work of the program.

### **Job Profile**

As the Program Administrative Assistant, you'll be at the core of our operations, wearing many hats to ensure the smooth functioning of The Paul & Daisy Soros Fellowships for New Americans. Your versatile role will encompass:

- **Event Coordination:** Organize logistical elements of selection and interview processes, conferences, campus visits, and other programmatic events, ensuring seamless execution.
- **Financial Management:** Take charge of processing invoices, tuition, contracts for consultants and vendors, and expense reports, contributing to the sound financial foundation of the fellowship program.
- **Communication:** Support the Communications Director in working with Fellows, applicants, university administrators, board members, and the public, ensuring a consistent and thoughtful voice that connects and informs about the Fellowship program.
- **Data Management:** Maintaining up-to-date files and databases, overseeing Fellows' profiles on Salesforce, keeping biographies and photos updated, contributing to a dynamic

and evolving community platform.

- **Digital Engagement:** Manage the alumni calendar and a monthly digest about the calendar of events and oversee the weekly Fellow Instagram takeover.
- **Research and Special Projects:** Dive into research, report writing, and assisting with special projects, adding value to the continuous growth of the program.
- **Adaptable Support:** Assist in various duties as assigned, showcasing your adaptability and commitment to the diverse needs of the program.

This multifaceted role offers a unique opportunity to contribute directly to the success of a vital mission, honing your skills across a spectrum of tasks and projects. Join us in shaping a brighter future for New Americans.

**Education & Experience:**

- Bachelor's degree from a four-year college or university.
- No full-time work experience needed.

**Technical Skills:**

- Excellent computer skills.
- Proficiency in Excel and Microsoft Office.
- Additional experience in Salesforce, Wordpress, MailChimp, Canva, DocuSign, QuickBooks, and Zoom is a plus.

**Professional Interests & Skills:**

- Proven ability to work efficiently in a fast-paced environment.
- Strong troubleshooting skills.
- Demonstrated ability to follow projects through to completion consistently on schedule without losing attention to detail.
- Ability to prioritize tasks, particularly under pressure.
- Flexibility and ability to work on a wide range of tasks and projects simultaneously.
- Understanding of the need to consult colleagues on more complex or sensitive matters when necessary.
- Interest in planning and attending a long weekend event, including dinners, theater, tours of New York City, and late-night evenings.

**Communication Skills:**

- Excellent written, verbal, listening, organizational, and interpersonal skills.
- Sensitivity to cultural differences.
- Ability to be on camera for all virtual meetings.

**Attitude and Professionalism:**

- Possess a learning and growth mindset and high level of self-motivation and ease working independently.
- Open to constructive feedback.
- Maintains a pleasant, professional, and diplomatic manner in interactions with senior management, co-workers, Fellows, board members, and the public.
- Discretion and ability to handle confidential issues.

**Alignment with Organization:**

- Commitment to the values and goals of the Paul & Daisy Soros Fellowships for New Americans.
- Warm sense of humor, adventurous appetite, and open to a fun and professional work

community.

Applicants must be permanently authorized to work in the United States, as the Paul & Daisy Soros Fellowships for New Americans does not sponsor a work visa for the program administrative assistant position.

**Application Instructions:** Please upload a single pdf containing: a cover letter, resume, and a list of three recommended activities for an out-of-towner visiting New York City. E-mail the application to [HR@pdsoros.org](mailto:HR@pdsoros.org) with the subject line "PAA Search – First Name, Last Name."

**Compensation:** \$49,000 - \$57,000 annual salary. Excellent benefits package: Employer-paid medical, dental and vision plans; paid vacation; tuition reimbursement; personal and team professional development opportunities.

**Work Environment and Physical Demands:** The PD Soros staff currently has a hybrid schedule, with some days working from our office in Manhattan and a majority of days being remote (aka work from home). The work schedule may change as we continue to assess the public health situation in New York City. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

We welcome and actively seek applications from people of all cultures, backgrounds, and experiences.

For more information about The Paul & Daisy Soros Fellowships for New Americans please visit <https://www.pdsoros.org/>.