

## **Administrative Assistant (Temporary, Part-Time)**

### **Position Announcement**

#### **About the Foundation**

The William T. Grant Foundation supports research to improve the lives of young people ages 5-25 in the United States. Our grantmaking centers on high-quality empirical research that has the potential to advance theory, build evidence, and inform policy and practice. Our current focus areas are: 1) programs, policies, and practices that reduce inequality in youth outcomes; and 2) strategies to improve the use of research evidence in policies and practices that affect youth. Our funding spans various social science disciplines and across child welfare, juvenile justice, mental health, employment, youth programs, and education systems.

#### **About the Position**

The Administrative Assistant is a temporary, part-time assignment that provides support for the accounting team and program team. This role reports to the Senior Vice President, Program. To fulfill these responsibilities, the position applies strong computer skills, strong math and verbal communication skills, and strong organizational skills with great attention to detail.

This is a 1099 employee position, and the salary is \$30/hour. The schedule is 2-3 days a week, Monday through Wednesday. The position is open from mid-September and will last through December 31, with the potential to be extended through January 15, 2026. This position is required to work in the Foundation's New York City office and must be able to remain in a desk-based stationary position for prolonged periods.

#### **Responsibilities:**

##### **Support for program department**

1. Provide administrative support to the program team.
2. Review and process reviewer payment letters.
3. Review and process reimbursement requests from consultants and selection committee members.
4. Assist with electronic filings.

##### **Support for accounting department**

1. Provide administrative support to the accounting team.
2. Conduct data entry and review of records for accuracy.
3. Review credit card reports for accuracy.
4. Assist with electronic and hard copy filing and mailings.
5. Gather information from other departments and staff.
6. Support coordination of calendars and meetings as needed.

##### **Other general administrative tasks as assigned**

#### **Qualifications:**

1. Excellent communication and interpersonal skills.
2. A can-do attitude and willingness to learn.
3. Proficiency with Microsoft Windows, Excel, PowerPoint, and web-based tools required. Familiarity with Microsoft Teams and Monday.com or a similar project management tool preferred.
4. Strong organizational and multitasking skills.
5. Professional oral and written communication skills with all levels of internal staff and the public.

6. Commitment to accuracy and attention to detail.
7. Desired traits include a proactive and productive attitude, problem-solving ability, sound judgment, initiative, time-management, maturity, flexibility, and collegiality.

**How to apply:**

Submit a cover letter describing your interest in and qualifications for the position and a resume to [jlui@wtgrantfdn.org](mailto:jlui@wtgrantfdn.org). In the subject line, name the job for which you are applying and indicate where you saw this announcement. We are reviewing materials immediately; the position will remain open until filled and only those selected for an interview will be contacted. 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 document form upon hire. The William T. Grant Foundation is an equal opportunity, affirmative action employer.

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