

## **Program Administrative Assistant**

### **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 Program Administrative Assistant provides support for the Program department, which leads all grants competitions, orchestrates proposal reviews, and initiates the award process. The Program Administrative Assistant reports to the Senior Vice President, Program, and provides administrative support to the senior program staff of four and operational support for the department to ensure the efficiency and effectiveness of department processes. Responsibilities also may include supporting other organizational efforts, such as Board book production. In addition, the Program Administrative Assistant facilitates the review, selection, and programmatic activities associated with the Youth Service Improvement Grants and provides coverage support for the receptionist.

To fulfill these responsibilities, the position applies strong computer skills, strong written and verbal communication skills, and strong organizational skills with great attention to detail. The position may be called upon to identify and develop independent projects with only modest guidance. An ability to balance logistical details and think through possibilities in order to plan ahead is essential.

This is a nonexempt position. The salary range is \$62,000 to \$68,000 and is commensurate with experience. The Foundation also offers a highly competitive benefits package, which includes health, dental, and vision insurance; flexible spending account; 403(b) contributions; 11 yearly paid holidays; and an annualized 25 total vacation, personal, and sick days. We require all employees to be fully vaccinated against the coronavirus as a condition of employment. The Foundation will consider requests for reasonable accommodations on an individual basis in accordance with applicable legal requirements.

The expected start date is October 1, 2024, but is negotiable in the event of conflicting prior commitments. Except when working remotely as permitted by the Foundation's hybrid work policy, this position is required to work in the Foundation's New York City office and must be able to remain in a stationary position for prolonged periods.

#### **Responsibilities:**

##### **Administrative support for Senior Program Staff**

1. Support the Senior Vice President, Program with all administrative matters. This includes screening calls; scheduling meetings, booking travel; tracking and initiating payments for contracts, organizing work tasks and files; and internal reporting, including travel expenses and AMEX coding.
2. Support Senior Program Officer and Program Officers with administrative matters. This includes scheduling meetings and booking travel; assisting with presentations and memos; organizing work tasks and files; and internal reporting, including travel expenses and AMEX coding.

**Program workflow**

1. Coordinate department timelines, budget preparation, assembly of the Program Committee book, and workplans, with attention to minimizing scheduling conflicts and solving logistical challenges.
2. Support the Senior Vice President, Program in department budget preparation, reporting, and monitoring.
3. Develop systems, tools, and processes to improve the efficiency and effectiveness of program work.
4. Maintain vendor contracts related to Program activities.
5. Provide logistical support for internal and external meetings, including developing agendas, organizing and distributing materials, and taking meeting minutes and other notes.
6. Provide support for grantmaking activities, including recruiting reviewers and composing external reviewer payment letters.

**Youth service improvement grants**

1. Coordinate and administer application and review process. This includes managing deadlines, organizing the internal review process, preparing review materials, corresponding with applicants, and preparing Program Committee/Board meeting materials.
2. Communicate professionally with pertinent applicants, reviewers, and grantees on all matters related to grants administration.

**Special projects or office workgroup participation as necessary**

1. May include leadership or support in projects or workgroups to address one-off specific situations or pilot programs.

**Qualifications:**

1. Minimum of three years' experience in an administrative support capacity, demonstrating increased responsibility and autonomy.
2. Strong aptitude for using software to create more efficient and well-organized systems and work processes.
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. Excellent organizational and multi-tasking skills, including ability to work independently and handle diverse administrative responsibilities.
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 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, a resume, and contact information for three references 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 on a rolling basis; applications submitted by September 16 will be in the first set for review. 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.

###