



## Programs Assistant

**Employment Status:** Part-Time

**Supervisor's Name + Title:** Naima Ricks, Director of Programs

### Job Description

The Programs Assistant will be responsible for providing administrative support for SEEDS' Programs Department. The role will report to the Director, Programs, but will work closely with, and support, two Programs Officers who oversee three, year-round, rigorous academic programs for students from 5<sup>th</sup> through 12<sup>th</sup> grades. The Programs Assistant acts as an important liaison and central hub, organizing documents, responding to calls and emails, and supporting parents with concerns and general info.

This is a part-time position with a 20-hour a week schedule.

### About SEEDS

SEEDS – Access Changes Everything (founded in 1992 as NJ SEEDS) is a privately funded, nonprofit organization. SEEDS changes the lives of motivated, high-achieving students from low-income families by transforming their educational opportunities. Graduating 160 students annually and more than 3,000 since its inception, every member of SEEDS' 25-person main office staff and 75-person site staff contributes to students' success every day.

### Responsibilities

- *Administrative Support:* Provide administrative support for the Director, Programs and Programs Officers; maintain files and update critical program documents; communicate with current scholars and their families, as needed.
- *Mailings:* Co-coordinate the distribution of paper and electronic mailings to scholars and families with Programs Officers.
- *Data Tracking:* Input accurate information into the database including enrollment numbers, contact information, attendance, and submission of required paperwork from families. Run reports from database as requested by Director, Programs.
- *Meetings and Events:* Assist in the planning, organization and set-up of orientations, parent meetings, college tours, and special events.
- *Staff Relationships:* Participate in bi-weekly staff meetings and regularly coordinate with other departments as needed.

Like everyone at SEEDS, this role will perform other organization-wide duties and responsibilities, as needed.

### Qualifications

- Four-year college degree; recent college graduates encouraged to apply
- Functional understanding of Microsoft Office (Word, Excel, Powerpoint, and Outlook)
- Filemaker or other database experience, a plus

- A belief in SEEDS' mission and in the importance of an education for all students
- Strong oral and written communication skills in individual and group settings
- Detail-orientated, flexible, organized, and self-motivated
- Ability to function as a member of a diverse team
- Bilingual (English/Spanish) speaker a plus

### Important Considerations

- The position requires
  - occasional work on weekends and evenings (advance notice is given)
  - A valid driver's license and use of a personal vehicle for business purposes (reimbursed)
- This is a part-time position
- This is an in person position

### Salary

- Hourly Compensation, \$16.50/hr

### To Apply

Send resume and cover letter as an attachment to an email with the subject line "Programs Assistant Position" to [jevans@seedsaccess.org](mailto:jevans@seedsaccess.org).

SEEDS - Access Changes Everything encourages and supports diversity and inclusion in our workplace. SEEDS aims to select, place and train the best qualified individuals based upon relevant factors such as work quality, attitude and experience, so as to provide equal employment opportunity for all our employees in compliance with applicable local, state, and federal laws and without regard to non-work-related factors such as race, color, religion/creed, gender, national origin, age, disability, marital status, sexual orientation, veteran status, or any other protected class.