



## POSITION ANNOUNCEMENT:

# Administrative & Program Associate, Middle States Region

### About CSS

Center for Supportive Schools is an anti-racist, fast-paced, collegial, and team-oriented organization wholly committed to helping schools become places where students want to be. Our work directly addresses student disengagement, a root cause of diminished academic performance, students dropping out of school, and other high-risk student behaviors. We partner with schools in three areas: developing all students into leaders; empowering teachers to collaborate with each other and with students; and engaging entire school communities to improve how learning happens.

CSS is driven by the vision that one day, all students will thrive in schools that graduate them prepared for the rigors of college and lives filled with meaningful work, active citizenship, and personal fulfillment.

We are committed to antiracism. Our vision for students will not be realized absent the dismantling of systemic racism that permeates schools and society. Schools are not safe, supportive, engaging, and inspiring unless they address all areas of marginalization and eradicate all the many interconnected forms of oppression. CSS's focus on antiracism results from the outsized role that racism has played in shaping the United States and its institutions, from the fact that racism intersects with all other forms of oppression and given that which we learn and develop – tools, frameworks, resources – in dismantling racism can be leveraged to abolish all other forms of oppression.

Founded in 1979, we are a national organization currently impacting 65,000 students annually and committed to supporting every K-12 school in the country. Most of our partners are economically disadvantaged communities where the consequences of student disengagement can be most devastating.

For more information, please visit [www.supportiveschools.org](http://www.supportiveschools.org). For more information about CSS's commitment to antiracism, please visit [www.supportiveschools.org/antiracism-resources](http://www.supportiveschools.org/antiracism-resources).

### The Role

The full-time *Administrative & Program Associate* will support the following areas and programs: Community Schools in Jersey City, the FDA tobacco control initiative, regional leadership support, and finance administrative support. In addition, you will provide general office management and support of other programs, as needed. Other responsibilities include preparing training materials; coordinating training events with hotels and other venues, including on-site support during training events; maintaining databases on partner schools; and assisting with research evaluation activities, including data collection, data entry, and summarizing program implementation data.

### Key Job Responsibilities

#### External and Internal Meetings and Training Events

- Identify and secure meeting and training facilities
- Act as liaison with facility personnel; communicate all set-up needs
- Arrange for catering and overnight accommodations

*Every school...safe, supportive, engaging, and inspiring.*

- Oversee the training registration process
- Attend training events to organize registration and coordinate on-site logistics

### **Materials Preparation**

- Word processing: prepare training materials
- Proofreading: ensure that all materials are proofread and error-free
- Assembly: assemble meeting and training materials; prepare materials for submission to granting agencies and foundations
- Presentations: develop engaging PowerPoint and/or Canva presentations for training events, professional conferences, and internal meetings

### **Data Collection, Entry, and Compilation**

- Assist with student survey administration, collecting program attendance, and other implementation data
- Produce evaluation summaries and reports
- Conduct literature reviews, as necessary

### **FDA/Community School Support/Program Management/School Support/Research**

- Arrange logistics for school partner events
- Order supplies and materials for school events and program management and community school staff
- Support the creation of materials for school partner and program events, including community schools
- Attend on-site school events, as needed
- Provide basic research on potential school partners and partnerships
- Create and maintain fundraising campaigns as needed for school-based initiatives, monitor success and reach, and prepare reports as requested
- Support the FDA initiative with general administrative responsibilities, including filing and logging evidence, ordering and shipping supplies, and maintaining records and databases

### **Office Operations**

- Track and order general office and program supplies, including their arrival to the office
- Support the accounting and billing process for the finance team
- Other responsibilities, as needed

### **Qualifications and Experience**

You have experience providing administrative support, ideally in a nonprofit setting. You are comfortable and thrive in a fast-paced and growing organization.

In addition, you have likely had the following experiences and have demonstrated the following attributes:

- Proficient in planning and organization
- Strong attention to detail
- Excellent verbal and written communication skills
- Self-starter with ability to work independently
- Team player with ability to work collaboratively
- Fluent in Microsoft Office and Google Suite applications
- Creative document design skills, familiar with Canva and other presentation software
- Flexible and able to enjoy working in a fast-paced environment
- Experience with social media platforms

## COVID-19 Vaccination & Testing

CSS requires all school-facing staff members to be fully vaccinated against the COVID-19 virus. As of the time of this position announcement posting, fully vaccinated means receiving two vaccination doses of either the Pfizer vaccine or the Moderna vaccine, or one dose of the Johnson & Johnson vaccine. Non-school facing staff members who are not vaccinated because of a CSS-approved medical or religious accommodation must submit a copy of a COVID-19 test result 48-72 hours in advance of any CSS-related in-person interaction (this includes in-person interaction with other staff, in-person training events, office visits, business meetings, and/or school visits).

## Location

The Administrative & Program Associate will be based at CSS's New Jersey office located in Princeton, New Jersey, and on occasion will travel to Jersey City, New Jersey.

## Work Environment/Physical Requirements

- Prolonged periods of sitting at a desk and working at a computer, including participating in virtual videoconference meetings
- Communicating with others in writing and verbally to exchange information
- Ability to lift and move boxes weighing as much as 15 pounds

## Compensation and Benefits

The anticipated starting date for this position is September 2023. The salary range for this position is \$42,600 - \$53,245. CSS offers the following benefits:

- Comprehensive and competitive benefits plan, including health, dental, vision, flexible spending accounts, health reimbursement accounts, commuter and transit accounts for employees who meet the eligibility requirements
- 403(b) plan with employer match
- Generous paid time off
- Paid holidays and winter break
- Flexible work option based on job role eligibility
- Employee Assistance Program
- Reduced schedule on Fridays during summer months
- Phone stipend

## To Apply

Interested applicants are requested to apply by emailing a cover letter and CV/résumé to [resumes@supportiveschools.org](mailto:resumes@supportiveschools.org). Please include (1) the title of the position in the subject line of your email and (2) where you found the position posting in your cover letter. If possible, please email all documents in PDF format. Black, Indigenous, and other People of Color (BIPOC) are strongly encouraged to apply.

***Center for Supportive Schools is an equal opportunity employer committed to inclusive hiring and dedicated to diversity, inclusion, and equity in its work and staff. CSS's Equal Employment Opportunity and Affirmative Action related policies are available upon request.***