



POSITION ANNOUNCEMENT: Administrative & Finance Associate-NYC

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

About Center for Supportive Schools (CSS)

The Center for Supportive Schools (CSS, formerly Princeton Center for Leadership Training) advances the efforts of schools across the country to develop all students into leaders who help make their schools *safer, more supportive, engaging, and inspiring*. 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. Our work directly addresses *disengagement from school*, a root cause of students dropping out of school and other high-risk behaviors for students in urban, suburban, rural, economically disadvantaged, or more affluent communities.

Since 1979, CSS has partnered with 350 schools and our work has touched 350,000 students, educators, and parents. CSS partners with schools to help overcome disengagement by *engaging all members of the school community in the relationships and meaningful dialogue necessary to effect substantial and sustainable change in all students' school experiences*. We accomplish this through a thoughtful and collaborative planning, teambuilding, and training process with school leadership and other stakeholders; an intensive train-the-trainer strategy; user-friendly, rigorous, and relevant curricula; on-site technical assistance; fidelity monitoring; and program evaluation. CSS offers a wide variety of solutions, such as:

- **Peer Group Connection (PGC):** an evidence-based, school-based program that supports and eases students' successful transitions into middle and high school by tapping into the power of older students to create a nurturing environment for incoming students.
- **Teen Prevention Education Program (Teen PEP):** an evidence-based, school-based program that utilizes peer-to-peer education to increase responsible decision-making among students around issues of sexual health.
- **Student & Family Advisory (SFA):** a research-based school-wide practice that provides all students in middle and high school with the support they need to feel attached to school, to succeed in school, and to graduate ready for the rigors of college and high quality careers.
- **Achievement Mentoring (AM):** a school-based prevention and intervention program, developed by Dr. Brenna Bry, that pairs adult school staff with students in one-to-one mentoring relationships proven to reduce problem behaviors, improve academics, and reduce school dropout among at-risk students.
- **Campaign Connect/Community Schools:** a comprehensive, data-driven and relationship-based approach to engaging the school community in coordinated initiatives designed to improve student outcomes.
- **Customized solutions:** CSS also creates customized solutions in response to specific needs of schools. We have designed custom solutions for over 150 public and private schools throughout the United States.

CSS is a fast-paced, collegial, and team-oriented environment where each staff member plays a critical role in changing life trajectories for students and transforming school cultures. For more information about CSS, visit: www.supportiveschools.org.

Position Description

Title: Administrative & Finance Associate-NYC

General Position Description: The full-time *Administrative & Finance Associate* will work in support of all of CSS's solutions and will provide administrative and financial support to the organization. CSS is seeking a professional who wants to be connected to an organization doing exciting work in education and making a difference in the lives of young people – but who wants his or her contribution to take place behind the scenes via administrative and financial support. We are seeking someone who appreciates the importance of providing daily administrative and financial support and who will be professionally fulfilled by these responsibilities – someone who wants to contribute and grow in this role. We are seeking a committed and focused individual who can effectively and efficiently work with administrative and financial details on a daily basis, working within tight timeframes to meet deadlines, who can collaborate and communicate daily with all employees as well as vendors, and who will enjoy and embrace the work of a busy, productive office.

Detailed Position Responsibilities:

- **School Support:** Arrange logistics for school partner events; order supplies and support the creation of materials for school partner and program events.
- **Financial Support:** Lead invoicing for school partners and payment follow-up; reconcile expense reports and credit card bills; complete expense reports for Executive Director, New York City; coordinate payment for school expenses, work with vendors on direct billing situations; process employee expense reports for payroll, track submission of expenses, follow up to ensure receipt of outstanding documentation; process all subcontractor invoices for approval and payment, track invoices for approval, payment, and accrual status
- **Data Collection, Entry, and Compilation:** Assist with student survey administration, collecting program attendance and other implementation data; enter data; produce evaluation summaries and reports
- **Materials Preparation:** Word processing: prepare training materials; document design: format program curricula into user-friendly form; proofreading: ensure that all materials are proofread and error-free; duplication: interface with printer and other vendors; assembly: assemble meeting and training materials; prepare materials for submission to granting agencies and foundations; presentations: develop engaging PowerPoint and/or Prezi presentations for training events, professional conferences, and internal meetings
- **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; oversee the training registration process; confirm attendance with participants; collaborate internally regarding financial and contractual arrangements for contracts; attend training events to organize registration and coordinate on-site logistics
- **Communications:** Respond to telephone and email inquiries; draft letters, forms, flyers, press releases; assist with posting information to the CSS website; prepare and coordinate mass mailings; maintain information on program schools, including databases of mailing addresses, email addresses, telephone and fax numbers, primary contacts, etc.
- **Office Operations:** Order general office supplies for New York City team members; coordinate technical support with the Director of Administration and external technology consultant; assist with technical support, including setting up new computers and recording inventory of equipment and users.
- Other responsibilities, as needed

Candidate Qualifications

Education: A bachelor's degree is required.

Professional Experiences and Personal Qualities/Skills:

- Proficient in planning and organization
- Committed, focused, meticulous, hard-working individual with excellent attention to detail
- Strong proofreading skills
- Excellent verbal and written communication skills
- Knowledge of basic accounting principles and knowledge of non-profit accounting principles a definite plus
- Self-starter with ability to work independently
- Team player with ability to work collaboratively
- Fluent in Microsoft Office applications (Word, Excel, PowerPoint, Publisher, Access) and Google docs
- Creative document design skills
- Proficiency in SPSS helpful but not critical
- Experience with Great Plains helpful but not critical

Supervisor: Erin O'Leary, Managing Director, Operations and Executive Director, New York City

Location: The Administrative & Finance Associate-NYC will be based at CSS's New Jersey office, located in Princeton, New Jersey or at CSS's New York City office, located in Lower Manhattan.

Schedule and Salary: The anticipated starting date for this position is August 2017. The annual starting salary range is \$37,000-\$40,000.

To Apply

Interested applicants are requested to *apply immediately* by emailing a cover letter and CV/résumé to 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. People of color are strongly encouraged to apply. NYC Department of Education fingerprinting and background clearances will be required.

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