



POSITION ANNOUNCEMENT: Administrative & Finance Associate

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 500 schools and our impact can be seen in the experiences of 425,000 students. 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.
- **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

General Position Description: The full-time *Administrative & Finance Associate* will work in support of all of CSS's solutions with a specific focus on the Food and Drug Administration (FDA) Tobacco Inspection Program, and will provide administrative and financial support to the organization. This position will provide support to the team that is implementing the FDA Tobacco Inspection Program. This team oversees 30 field inspectors and 20 student associates who enlist a thorough protocol of inspections at retail stores that ensure that New Jersey's tobacco retailers are (a) working in accordance with laws that prohibit minors from purchasing tobacco and (b) advertising tobacco products within lawful parameters. This project supports New Jersey's statewide efforts to decrease the acceptability of tobacco use among all people, with a particular focus on decreasing the number of youth under 18 who start smoking.

CSS is seeking a professional who wants to be connected to an organization that is 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 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:

- **FDA Tobacco Inspection Process:** maintain files for evidence from potential inspection violations; maintain other documentation from the inspection process; regularly track and troubleshoot the inspectors' evolving work plans; support all FDA-issued devices through tracking and logging information; maintain accurate and current personnel and other files related to the inspection team and the inspection process; support the revision process of all FDA-related protocols and quality assurance mechanisms as directed by the FDA and the New Jersey Department of Health (NJDOH); ensure that inspectors have the required supplies to effectively perform their inspection duties
- **Recruitment & Hiring of Inspectors and Student Associates:** review all application packages to ensure minimum qualifications are met and the application package is complete; assist in targeted recruitment efforts to identify applicants for the student associate position
- **FDA Financial Support:** support the biweekly NJDOH payroll and documentation process for up to 30 tobacco inspectors and up to 60 student associates; support the monthly travel and expense reimbursement process
- **Other Financial Support:** support the finance team with administrative and process tasks within accounts payable, accounts receivable, and the general ledger, including the following: assist with check processing; file accounts payable vouchers; mail checks; send accounts receivable invoices with supporting documentation; deposit checks at the bank; tally and calculate copy code entries and assist in compiling other general ledger entries; process subcontractor payments; support credit card reconciliations; match reconciliations to monthly credit card bill; work with contracts manager on process improvement tasks, as requested; other related financial tasks, as needed
- **Communications:** Schedule monthly quality assurance calls and quality assurance field observations of inspectors and student associates; 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, inspectors and student associates including databases of mailing addresses, email addresses, telephone and fax numbers, primary contacts, etc.

- **Office Operations:** Order general office supplies for FDA 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 including data collection, entry and compilation; and coordinating internal and external meetings and training events

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: Russel Dunnings, FDA Statewide Project Coordinator, New Jersey

Location: The Administrative & Finance Associate will be based at CSS's New Jersey office, located in Princeton, New Jersey.

Schedule and Salary: The anticipated starting date for this position is March 2018. The annual starting salary range is \$32,000-\$36,000.

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. FDA 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.