



# POSITION ANNOUNCEMENT: Administrative & Program 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](http://www.supportiveschools.org).

## Position Description

**Title:** Administrative & Program Associate

**General Position Description:** The full-time *Administrative & Program Associate* will work in support of all of CSS's solutions and will also provide general office management. The *Administrative & Program Associate* will prepare training materials; coordinate training events with hotels and other venues, which includes providing on-site support during training events; maintain databases on partner schools; and assist with research evaluation activities including data collection, data entry, and summarizing program implementation data.

### Detailed Position Responsibilities:

- **Data Collection, Entry, and Compilation**
  - Assist with student survey administration, collecting program attendance and other implementation data
  - Enter data
  - Produce evaluation summaries and reports
  - Conduct literature reviews, as necessary
- **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 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**
  - Maintain the front-of-the-house office space and welcoming guests
  - Answer the main telephone line
  - Track and order general office supplies, including their arrival to the office
  - Manage copier operations, including maintenance and part supplies
  - Support the accounting and billing process

- 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
- Strong attention to detail
- Strong proofreading skills
- Excellent verbal and written communication skills
- Self-starter with ability to work independently
- Team player with ability to work collaboratively
- Fluent in Microsoft Office applications (Word, Excel, PowerPoint, Publisher, Access)
- Creative document design skills
- Proficiency in SPSS helpful but not critical

**Supervisor:** Evelyn Moon, Training & Project Manager

**Location:** The Administrative & Program 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 July 2018. The annual starting salary range is \$28,000-\$35,000.

## To Apply

Interested applicants are requested to *apply immediately* 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. People of color are strongly encouraged to apply.

*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.*