



**SAY Sí Seeks: Passionate Learner & Data-Brain with a Human-Heart**

**Position: Administrative Assistant to Programs**— see attached Job Description

**Schedule: Full Time** Non-exempt from Fair Labor Standards Act

**Position Yearly Starting Salary:** \$28,000 - 32,000 (3-month introductory period)

**Benefits at Start Date:**

- Workers' Compensation
- Approx. 4+ Weeks annually for Holiday/Vacation paid time off [see employee handbook]
- Eligibility for Paid/Cost-covered Professional Development Opportunities

**Benefits after a 3-month introductory period:**

- 40 Hours Personal Time Off [PTO] per year
- 100% Health, Dental, and Vision
- Short Term/Long Term Disability

**Benefits after a 12-month introductory period:**

- Up to 3% company match contributions to IRA

*This compensation is in addition to federally mandated Social Security and Medicaid employer matches.*

**Starting Schedule:** Monday - Fridays

Monday - Thursday: 11 am - 7 pm

Friday: 9 - 5 pm

*Hours fluctuate during events and meeting schedules, and change in the summer.*

**Start Date:** Earliest Availability

**In-a-nutshell:** Program Efficiency Coordinator, Database Manager, Programs Registrar, Storyteller through data and historical documentation, Student and Parent Liaison

**Notes:** *Position is a new position for the organization and has room to grow in scope, responsibility and leadership as work and collaboration develops. Assessment for continual improvement and efficiency of our programs will heavily influence the scope of work for this position.*

**To Apply:**

All potential candidates will need to submit their **cover letter via body of email, attach resume as PDF, and a list of three references to coleaders@saysi.org**

**If available please include CV, recent work samples or link to LinkedIn/online "portfolio".**

Subject Line: **Administrative Assistant to Programs** Application

Submissions will be accepted until position is filled. **NO PHONE CALLS PLEASE.**

SAY Sí does run background checks on all employees.

*Applicants will be asked to submit information for a background check if considered, at time of application or interview applicant is welcome to address any issues or concerns pertaining to their background check or application.*

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## Position Title: Administrative Programs Assistant, Full-Time Position

FLSA Status: Exempt

Reports To: Executive Leadership Team

**Mission:** *SAY Sí ignites the creative power of young people as forces of positive change. We value artists, empower marginalized communities and advance culture. SAY Sí defines marginalized communities as people of color, women, LGBT+, and the economically disadvantaged. Learn more at <http://www.saysi.org/>*

### Position Description:

This Administrative Assistant supports the efficacy of SAY Sí's studio and community programs through logistical and clerical management in addition to developmental relationship building with our students and community. This Assistant collaborates with the Executive Leadership team, Program Directors and teaching artists to ensure success and efficiency of programs through data-tracking, continuous improvement processes and staff professional development. In addition to data-management, it is imperative to this role to build rapport and relationships with those we serve and steward their success in our programs.

### Job Responsibilities:

- Supports management of program (teaching artist) staff alongside supervisors and Executive team.
- Gathers quantitative and qualitative data to inform program efficacy including but not limited to enrollment trends, curriculum trends, demographics, and student success indicators.
- Upon training, assistant will coordinate college and career-readiness efforts for students.
- Facilitates conversations and conferences with parents/students as needed.
- Cultivates community partnerships in relation to student professional development and leadership opportunities, student and family resources and SAY Sí community engagement.
- Manages student/participant artwork inventories and help prepare labels for exhibits.
- Works with all staff to coordinate the recruitment/registration process for all programs.
- Works with Executive Leadership and Artists Building Communities staff to implement community-based programming efficacy processes that may include content tracking, scheduling of teaching artists, inventory supplies and equipment, organize field trips, and evaluate the activities/programs as needed.
- Works with administration in production of related publications, schedules and promotional material for programs.
- Stays up-to-date in the disciplines offered by the organization, teaching methods, and community-arts-education at large.
- Supports logistics of alumni engagement and data-tracking efforts.
- Assists with organizing special events and coordinating volunteers as necessary.
- Provides support to the administrative functions of the organization.
- Contribute to team effort by accomplishing related results as needed.

### Additional Leadership Responsibilities:

Mission Advancement - Reinforce SAY Sí's values within the organization and to the community; effectively communicate benefits and impact of SAY Sí's efforts to all stakeholders.

Collaboration - Works with the Executive Leadership to review and shape grant proposals for the programs.

Personal Growth - Foster a learning environment embracing diverse abilities; create a sense of urgency and positive tension to support change; anticipate challenges that can derail growth and personal learning.

### Qualified Applicant should have/do the following:

- Commitment to SAY Sí's mission, vision and core values
- Must have enthusiasm for honoring youth voice and sharing power with youth
- Believe in the power of art and creativity as agents for change and equity
- Bachelor's degree - preferred Arts Education, Human Development, Business or Non-Profit Management degrees or related field - OR 1-2 years related experience and training; or equivalent combination of education and experience
- 1 - 2 years work experience in youth development (working with young people) or data-management
- Strong organization, management and communication skills, with a demonstrative ability to plan and organize multiple projects
- Proficiency in Excel and/or Google Sheets (confidence in data management)
- Confidence mentoring/coaching people and developing interpersonal relationships
- Comfort with feedback and constructive criticism
- Computer proficiency with an emphasis on Microsoft Office, GSuite Applications and web-related navigation
- Strategic thinker and planner
- Strong personal integrity
- Sense of humor and open, collaborative, spirit
- Optimal candidates: SAY Sí Alumni, teaching artists, data-analysts, counselors, administrative assistants