



Program and Administrative Assistant

Position Title:

Program and Administrative Assistant

Hours:

Full-Time, Exempt

Salary:

\$45,000-\$50,000 (depending on experience)

Reports To:

Senior Leadership

Scheduled Start Date:

Rolling application process

The Organization: ALLMemphis is grounded in the vision of a fully literate community where one's zip code does not determine their life outcomes. Here in Memphis, we work to disrupt educational inequity by empowering young people to access language and literacy with the goal of dramatically increasing student literacy in our community through building excellence and expertise in an instructor's ability to teach foundational literacy. With specialized training, mentorship, and coaching in multisensory language instruction (Orton-Gillingham), ALLMemphis empowers partner schools with skills necessary to meet the unique learning needs of our youth. See [our website](#) for additional information!

The Position Overview: At ALLMemphis, our strength is the efficiency and expertise with which we deliver leading-edge training, mentorship, and coaching in foundational literacy to build teacher talent and student reading outcomes in our community. We're proud to set the standard for success in our field. Our mission and values will always be at the heart of our work. We are growing rapidly and anticipate expanding our footprint outside our current geographic area. To help us grow, we are seeking a passionate individual to join our highly talented team as a Program and Administrative Assistant (PAA). This position is in-person

and combines administrative tasks with program coordination, offering a unique opportunity to make a meaningful contribution to our mission. The successful candidate will work closely with the Senior Leader team to ensure the efficient operation of our programming and the smooth running of our organization.

Responsibilities and Essential Functions

Program Support:

- Maintain and collect program documentation, including contract and data sharing agreements, student and teacher rosters, etc.
- Manage program survey distribution and moderate focus group discussions.
- Compile and report findings from surveys and focus groups.
- Update, revise, and distribute school leader reports to Program Specialists.
- Documents the schedules, attendance records, and participant data from trainings and professional development sessions.
- Acts as a liaison between program team, vendors, and partner organizations.
- Provide support to training instructors as needed.
- Assist in the planning, development, and execution of literacy programs and events.
- Collaborate with the Director of Programs in designing and implementing program enhancements and evaluations.

Administrative Tasks:

- Handles general office duties, such as answering phones, responding to emails, and managing correspondence.
- Manage Senior Leaders schedules, calendars, events.
- Handle coordination of printing orders and deliveries.
- Serve as support for board meetings with range of responsibilities.
- Maintain inventory of equipment being used by ALLMemphis/team members.
- Coordinate refreshments for meetings and trainings. Occasionally will need to arrive early to help set up or greet participants.

- Maintain supplies inventory by checking stock to determine inventory level; anticipating needed supplies; placing orders for supplies; verifying receipt of supplies.
- Preparing agenda for staff meetings and taking minutes.
- Additional duties as required.

Fiscal Support:

- Assist in managing and maintaining financial records, budgets, and financial reports.
- Process and manage invoices and receipts.
- Collaborate with the organization's finance team to ensure accurate financial reporting.
- Perform credit card reconciliation tasks to ensure accurate financial records.

Social Media and Marketing Support:

- Support website updates and content.
- Work directly with our PR team to assist with social media content creation and approval.
- Assist in the design and creation of annual reports, brochures, and other materials needed for marketing or partner communication.

Event Support:

- Assist in organizing and promoting literacy events and fundraisers.
- Handle logistics for events, such as venue booking, catering, and materials preparation.
- Attend and support events as needed.

Required Qualifications:

- Bachelor's degree or equivalent experience in a relevant field.
- Passionate about the values, mission, and vision of ALLMemphis.
- Professional, energetic demeanor with ability to be flexible and adaptable to varied tasks.
- Exude diplomacy, confidentiality, tact, initiative, and positive attitude.
- Experience with Microsoft Office including Word, Excel, Outlook, and PowerPoint.
- Familiarity with database management.
- Demonstrated knowledge and ability with variety of social media platforms. Tech savvy and willingness to learn and adapt to new technology tools.
- Intellectual curiosity: ability to ask thoughtful and probing questions and suggest organizational and process improvements. Ability to recognize opportunities, develop ideas and transform ideas into concrete initiatives.
- Strong organizational and time management skills.
- Detail oriented: ability to meet deadlines and move project forward with a high degree of independence and initiative.
- Excellent written and verbal communication skills.
- Strong interpersonal skills; able to develop and manage productive relationships with colleagues.
- Basic financial knowledge or previous experience in financial record keeping and fiscal tasks.
- Desire to work with a high-performance, collaborative, constructive peer group
- Ability to manage multiple projects in a fast-paced, time-sensitive work environment

To apply, please send a one-page cover letter, resume, and the names and contact information of three (3) professional references to careers@allmemphis.org with 'Program and Administrative Assistant' in the subject line. We will be reviewing applications and conducting interviews on a rolling basis beginning November 15, 2023.

ALLMemphis celebrates diversity and does not discriminate on basis of race, religion, sexual orientation, ethnic or national origin in admission or in any other activities or programs. Candidates representative of our diverse community are encouraged to apply.

ALLMemphis is proud to be an equal opportunity employer. We strive to create a workplace that reflects the communities we serve and where everyone feels empowered to bring their full, authentic selves to work. There is more work to be done but with the contributions of our employees, partners, and community we can build an inclusive culture that celebrates the diverse voices that make our Memphis community so powerful.