



JUNIOR STATESMEN FOUNDATION/JUNIOR STATE OF AMERICA

Job title: Student Services Coordinator/Administrative Assistant

Department: Operations

Classification: Non-exempt

Reports To: Director of Operations

Overview:

Are you passionate about civics? Do you want to help build a future of active, engaged, and informed citizens? Would you like the next generation of leaders to be resilient, thoughtful, and fair-minded? The Junior State of America is looking for an Administrative Assistant/ Student Services Coordinator with a keen attention to detail, strong communication skills, the ability and desire to multi-task across departments, and the organizational skills to pull it all together. If that sounds like you, then send your resume to jobs@jsa.org to join our team of dedicated and supportive collaborators working to build a brighter future.

Our Story:

Since 1934, the **Junior State of America (JSA)** has helped over 500,000 students acquire the knowledge and skills necessary to be active, informed and responsible citizens, voters and leaders. With its student-led, student-run school-year model and rigorous summer school programs, JSA enables students to experience first-hand the drama and power of politics as well as the challenges and responsibilities of leadership. JSA chapters serve as the center of political awareness at their schools and JSA conventions bring thousands of students together to share opinions and learn from each other. We are committed to developing a diverse cross section of young leaders throughout the entire country.

For more information, please visit our website: www.jsa.org.

Position Summary:

The Operations team provides the foundation that the organization depends on and the Administrative Assistant/ Student Services Coordinator is the hub. You are the go-to person for general administrative support to all program activities, fundraising initiatives, and the lead on responding to general inquiries from students, parents, alumni, and donors. Because of this, you should demonstrate emotional intelligence, self-awareness, approachability, and a sense of humor! A successful Administrative Assistant improves JSA's ability to carry out its mission by improving cross-departmental efficiency and communications. The following reflects management's definition of essential functions for this job but does not restrict the tasks that may be assigned.

Essential Responsibilities:

- Handle correspondence (mail & email from students, parents and teachers)
- Facilitates good communication with all internal and external customers & vendors
- Assist in logistical planning and staffing (if necessary) of program, development, and board events – manage org. calendar
- Provide ongoing executive support as needed.
- Support the hiring and on-boarding of temporary faculty, staff, and interns
- Manage inventory & order supplies
- Coordinate necessary materials for staff meetings, take notes, and follow up to staff

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- Support Director of Communications and Engagement in ordering and managing supplies of marketing/outreach materials
- Support development with outreach, acknowledgments, and logistical planning
- Provide administrative assistance to Program Directors by collecting forms, payments, and providing support at on-site at conventions
- Partner with Director of Operations on internal operations review & documentation of processes
- Improve data quality and cleanliness in organization CRM, Salesforce
- Aid in management of General Administrative budget
- Aid Summer team with pipeline management and student outreach
- Assist Director of Operations with HR support as needed
- Provide support to CEO and Board President in preparation and execution of bi-monthly Board of Directors meeting, including communication, scheduling, finalizing agendas & presentation materials, and taking board minutes.
- Maintain general office appearance and organization
- Perform general everyday tasks necessary for the efficient running of the business
- Support Finance by entering program payments, donations and invoicing customers
- Supports co-employment partner with payroll by communicating with staff and interns on their schedule and time off

Core Competencies:

- **Job Knowledge** - Competent in required job skills and knowledge. Exhibits ability to learn and apply new skills. Keeps abreast of current developments. Displays understanding of how job relates to others. Uses resources effectively.
- **Organization and Planning** - Prioritizes and plans work activities. Uses time efficiently. Plans for additional resources. Integrates changes smoothly. Sets goals and objectives. Works in an organized manner.
- **Communication** - Expresses ideas and thoughts verbally. Expresses ideas and thoughts in written form. Exhibits good listening and comprehension. Keeps others adequately informed. Selects and uses appropriate communication methods. Able to communicate in a persuasive and compelling manner.
- **Decision Making and Problem Solving** - Identifies problems in a timely manner. Gathers and analyzes information skillfully. Develops alternative solutions. Resolves problems in early stages. Consults others when appropriate. Works well in group problem solving situations.
- **Customer Service** - Displays courtesy and sensitivity. Manages difficult or emotional customer situations. Meets commitments. Responds promptly to customer needs. Solicits customer feedback to improve service.

Qualifications:

- Bachelor's degree (B. A.) or equivalent
- Proficiency with MS Office Suite, Google Suite (email, calendar, drive, etc.)
- Excellent multi-tasking and organizational skills with an emphasis on attention to detail
- Experience with Salesforce CRM (preferred)

Perks:

- Competitive salary, paid-time off, and company paid holidays

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- Medical/Dental/Vision Insurance Coverage
- Experience and influence working across multiple departments

Please send resume and salary requirement to: Derek Dettorre, Director of Operations, The Junior State of America Foundation, email: jobs@jsa.org