3Point Administrative Assistant Position (part-time)

We have an opening for a part-time administrative assistant to assist our Chief of Operations with respect to our day to day operations.

3PointFoundation is a non-profit organization with a mission to close the educational opportunity and achievement gap for underserved youth from low-income families in under-resourced Boston Public Middle Schools. 3Point provides after-school and in-school classroom learning combined with a basketball and dance programs to foster 21st century skills and social-emotional growth. We are a Boston Public Schools Opportunity Priority Partner and operate two Summer Learning Academy in conjunction with Boston After School and Beyond.

**Job Description:** Administrative Assistant

**Reports to:** Chief Operating Officer to support operation of a small non-profit.

**Schedule:** This is a 20 hour per week position, Monday through Friday during daytime hours. Possible Sunday mornings. There is flexibility in scheduling and work is remote.

**Compensation:** Starting wage is $20.00 per hour

**Purpose:** To support day-to-day operations of a small non-profit organization.

**Status:** Non-exempt position, 20 hours per week.

**Duties and Responsibilities:**

1. General Administrative Support
   - This position is responsible for providing general administrative support as needed, including:
     - preparing excel spreadsheets, correspondence and other documents;
     - completing new hire paper work and distributing documents in connection with on-boarding:
     - tracking student attendance, preparation of weekly agendas for team meetings;
     - maintaining student forms, organizing and maintaining files, collating information for financial filings, assisting in organizing special events;
     - Coordinate 3Point participation in community events & assist with coordination of event logistics
• Assist with print and electronic newsletters, coordinate website updates

• Assist with donor communications, including appeal and thank you letters

• Coordinate bulk mailings, maintain organizational archives

• Performing other responsibilities as directed by Chief of Operations

Qualifications:

• Proficiency with spreadsheets, databases, and word documents. Familiarity with Quickbooks is a plus, but not required.

• Ability to multitask and prioritize in a dynamic work environment.

• Strong attention to detail and ability to work as a team member with minimal supervision.

• Solid written and oral communication skills and excellent phone manner.

• Ability to develop effective work plans, organize details, set priorities, and meet deadlines.

• Ability to operate standard office equipment.

• Interest in and commitment to 3Point mission of serving youth.

The 3PointFoundation is an equal employment opportunity employer. We seek a broad and diverse pool of candidates and strongly believe that our organization benefits from the perspectives and talents of a diverse staff.

Thank you for your interest. Please send your resume to Vahsaun Givans, Chief Operations Officer, at vahsaun@go3point.org or (617) 302-9880.