



### **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](mailto:vahsaun@go3point.org) or (617) 302-9880.*