ADMINISTRATIVE & DEVELOPMENT ASSISTANT

Team Read is seeking an exceptionally well-organized and detail-oriented Administrative & Development Assistant with a passion for education, youth development, and racial equity. This position provides exposure to multiple facets of nonprofit management and fundraising work. This is a full-time-equivalent, non-exempt position, local to the greater Puget Sound area. For the right candidate(s), this position may be split into two half-time roles.

The Administrative & Development Assistant supports Team Read's business processes, operations, and fundraising work through scheduling, documentation, event coordination, and communications. Our growth depends on strong relationships and reliable systems, and attention to detail is key.

Working closely with the Systems Manager and Development Director, the Administrative & Development Assistant ensures smooth operations that allow us to do our best work.

We recognize that the world is changing and workers have different needs; we're seeking to create the best role(s) for the right people. Therefore, we are open to hiring one full-time employee or two part-time employees for this position. In other words, we are willing to create two part-time roles if the skill sets of applicants and their scheduling needs are a better fit for either a general administrative position or a more development-focused role.

WHO WE ARE

Team Read propels young students to become inspired, joyful readers and teens to become impactful leaders, ready to succeed in school and life, building stronger communities for all. Founded in 1998, Team Read is a Seattle-based nonprofit organization that partners with school districts to pair dedicated high school reading coaches with young student readers to measurably improve academic outcomes in high-poverty schools. Now working across four school districts, Team Read typically pairs around 450 teen coaches to work one-on-one with 2nd-4th grade readers at elementary schools in Seattle, Highline, Renton, and Tukwila. Our coaches are sourced with shared experience as a goal: over 90% of our readers are BIPOC and about 50% speak a language other than English at home. To provide strong mentoring and connection, Team Read coaches are recruited from high schools in the same school feeder pattern as our readers, are more than 80% BIPOC, and many also come from multi-lingual households. Coaches are paid minimum wage for their work. Our work is grounded in the belief that every child deserves to be a great reader and every teen deserves a meaningful first job.

Team Read's annual evaluation illustrates overwhelming support from our stakeholders. Teachers, parents, and principals agree Team Read is a high-quality program that supports reading growth *and* youth development. Due to COVID-19, we quickly pivoted to a virtual program in 2020, and are now serving students from 23 different schools across four districts. The connection we help forge between emerging readers and their teen coaches is proving more important than ever before.

THE OPPORTUNITY

Team Read's program is built on a time-tested model, with a loyal following of supporters comprised of educators, parents, community members, and thousands of program alumni. Our strategic plan guides us with its focus on program growth, leading with racial equity as a driver, and positioning Team Read to sustain and increase our capacity to support growth. Expanding and deepening our footprint is an important component of realizing our vision for equitable learning communities that nurture and celebrate the strengths of young readers and teen leaders, and where every student gets the support they need to thrive. The details this position will manage day-to-day help support the relationships that allow us to grow.

WHO YOU ARE

You are someone who can see fine details and organize them for action. You enjoy being the "do-er" who executes mission critical administrative duties, and you have an eye for the logistics and mechanics that make organizations, projects, and people run. You are meticulous, maintain the utmost level of confidentiality, and are adept at documenting your own processes. You are excited to help achieve the behind-the-scenes work required to build and maintain relationships at a mission-driven organization.

THE ROLE: KEY PRIORITIES & RESPONSIBILITIES

You'll report to the Systems Manager while supporting the Development Director and Executive Director with your capacity for getting things done. You'll be the CEO of administrative details. Your core responsibilities will be:

Development Assistant

- Support administrative functions in development including assembling, distributing, and tracking thank you letters, donor updates, and reports, as well as processing, coding, and entering donation information in Salesforce

- Assist in monthly reconciliation of Salesforce and accounting data

- Coordinate and facilitate logistics of fundraising events (like Annual Luncheon or donor gatherings) in partnership with the Development Director

- Help organize volunteer- and/or program-related events (like book drives, workshops, and alumni engagement opportunities) in partnership with leadership team

Administrative Assistant

- Assist with coach/reader roster information updates; provide information to teen coaches during peak program times in the Fall and Spring with particular focus on coach recruitment and onboarding; and help monitor general email inboxes

- In partnership with Systems Manager, support accurate gathering and reporting of site program data, as well as perform annual maintenance activities (like securing FERPA authorizations and collecting media releases)

- Support external communications through updates to digital tools, including organization website, Constant Contact, and Survey Monkey

- Assist program staff with designing program documents and serving as part of the final proofing process before distribution

- Provide organizational and logistical management support to maintain Team Read site supplies and libraries

This job description is not designed to cover or contain a comprehensive list of activities, duties, or responsibilities that are required of the employee, and others may be assigned.

COMPENSATION & DETAILS

The Administrative & Development Assistant position is a full-time (40 hours/week) non-exempt role, with a salary range of $43-$55k based on direct experience.

The separate Administrative Assistant and Development Assistant positions are each part-time roles (.5FTE, 20 hours per week), and the salary is prorated accordingly based on direct experience.

Team Read offers competitive benefits, a compelling mission, and dedicated and passionate co-workers (core and school-based staff and teens). Benefits include employer-paid health insurance for staff working more than 30 hours/week, a SIMPLE IRA with employer match, a technology stipend, 10 paid holidays, 10 days of PTO in the first year, and an additional 10 paid days off annually during school closures.

Our team is currently remote. We meet occasionally at our offices at the Seattle Public Schools central office in SODO to connect as a team and accomplish group projects. Flexible work arrangements may be accommodated, so please ask. Once safe, this employee will be required to work on-site for special events and occasional business meetings, both of which may require some evenings and weekends.

IDEAL SKILLS & QUALIFICATIONS

- 1-3 years of work experience in an administrative or operational role, ideally in the nonprofit sector

- Exceptionally attentive to detail, specifically regarding data entry and data integrity; experience using a donor database or Customer Relations Management (CRM) platform

- Strong project management skills and ability to follow up with staff across departments

- Experience creating documentation and organizing data across systems

- Excellent written and verbal communication skills

- High ethical standards and the ability to manage confidential information

- Ability to work independently, set priorities, and manage multiple short-term projects simultaneously. A strong commitment to teamwork and collaboration, with specific attention to what remote work relationships require for success

- Microsoft Windows/Office software, including Word, Excel, Outlook, PowerPoint

- Basic knowledge of WordPress or similar website builder

- Familiarity with Salesforce database or other donor tracking software

- Experience with basic bookkeeping or handling financial transactions

- Commitment to quality education for all, youth development, and racial equity. Ability to articulate personal passion for Team Read's mission, values, and commitment to equity.

- Commitment to learning and engaging in anti-racist practices and to advancing an environment that values diversity, equity, and inclusion.

HOW TO APPLY

Send a letter of interest, LinkedIn profile (URL), and two references to Melissa Pailthorp, Executive Director, c/o jobs@teamread.org. We strongly encourage applications from persons of color and people with personal experience as a first-generation, under-resourced or under-represented student like the majority of students Team Read serves.

Applicants will be considered as they apply; the position will be open until filled. No phone calls, please. Please include the position you are applying for in the subject of your email: Administrative & Development Assistant (FT) *or* Administrative Assistant (PT) *or* Development Assistant (PT).

DISCLAIMER: The information presented here indicates the general nature and level of work expected of employees in this classification. It is not designed to contain, or to be interpreted as, a comprehensive inventory of all duties, responsibilities, qualifications, and objectives required of employees assigned to this job. As an adaptive organization, responsibilities can and will change in alignment with greater efficiencies and mission metrics.

EQUAL EMPLOYMENT OPPORTUNITY AND NON-DISCRIMINATION: Team Read is committed to equal opportunity for all employees and applicants and fosters an environment free of barriers and discriminatory practices. Team Read actively promotes mutual respect, acceptance, teamwork, and productivity. Team Read is committed to maintaining an organization whose staff, Board, and clients are diverse in background, experience, race, color, national origin, gender, age, religious reference, marital status, sexual orientation, sensory, mental, or physical abilities, veteran status, and other qualities that strengthen the program while reinforcing its commitment to basic fairness.

In accordance with the Americans with Disabilities Act and upon request, reasonable accommodations may bemade to enable qualified individuals with disabilities to perform the essential functions of our positions.

"When my student reader said, 'I can do this,' I felt like I could truly change the world, especially after helping him through a difficult book." *– Team Read alumnus*