Administrative Assistant, Education Leadership

Wallace Foundation | New York, New York

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**Background**

The Wallace Foundation, an independent national philanthropy with assets of $1.5 billion, traces its origins back more than half a century to DeWitt and Lila Acheson Wallace, founders of The Reader’s Digest Association. Ranked by assets, we are among the 50 largest private foundations in the United States.

Our vision is that children, particularly those living in distressed urban areas, have access to good schools and a variety of enrichment programs in and outside of school that prepare them to be contributing members of their communities. We seek to fill important knowledge gaps in our areas of interest by developing and testing promising ideas on the ground, studying the results, researching related issues, and sharing what we’ve learned broadly to help improve children’s lives.

The foundation currently works in five areas:

* strengthening school leadership to improve student achievement,
* expanding time for learning during the school year and over the summer,
* enhancing after-school opportunities,
* fostering arts education for children and teens, and
* developing audiences for the arts.

At The Wallace Foundation, we work in teams that assemble the mix of expertise and perspectives we need to design and carry out initiatives according to our approach. This means that staff members from units throughout the foundation – research, program, and communications, to name a few – regularly work together in a cross-foundation effort rather than individually in their own department. Therefore, we seek employees who are both highly skilled in their professions and able to work collaboratively with others. Wallace employees need to be able to think analytically and communicate clearly. We value the flexibility to adapt to change, a desire to learn, and the ability to work productively both on one’s own and with colleagues inside and outside the foundation.

**Education Leadership at The Wallace Foundation**

Good school leadership is essential to turning around the nation’s failing schools, research has shown. For more than a decade, Wallace has been working with states and school districts to develop better ways to train, hire, support and evaluate principals and other key figures in schools. There are two key initiatives:

* **Principal Pipeline**: A five-year, $75 million initiative launched in August 2011 to help six urban school districts develop a much larger corps of effective school principals and to determine whether this improves student achievement across the district, especially in the highest needs schools.
* **Principal Supervisor**: A new, five-year $24 million initiative announced in      February 2014 to test whether better trained and supported principal      supervisors, with fewer principals to oversee, can improve principal      effectiveness.

*The Wallace Foundation is an Equal Opportunity Employer, committed to maintaining a diverse workplace where differing perspectives are a source of strength.*

**Job Summary**

**ROLE**

The Administrative Assistant provides the full scope of administrative support to staff in our program areas. While contributing in all areas as part of the Foundation’s shared services team, the Administrative Assistant’s primary focus will be support to the director, officers and staff in Education Leadership.

**Reports To**

The position reports to the Director of Education Leadership.

**Responsibilities**

**RESPONSIBILITIES**

* Provide administrative support for designated staff, units and/or teams, and consultants.
	+ Schedule calls and meetings with grantees, partners and consultants, as requested
	+ Ensure calendars of staff supported are up-to-date
	+ Ensure coordination with the office services manager about planned travel and communication of travel arrangements
	+ Assist in the preparation of agendas and other materials for Wallace-sponsored meetings and presentations
	+ Maintain tracking inventories of documents received from grantees
	+ Track expenses vs. the department’s budget and provide a monthly report
	+ Input grantees’ budgets and expenditures into financial report templates
	+ Notify office services manager of offsite meetings and conferences and make timely requests for publications
	+ Prepare background materials and travel itineraries for trips and meetings
	+ Manage incoming mail and draft correspondence as requested
	+ Manage major mailings, e.g., Requests for Proposals, meetings of Professional Learning Communities (PLC’s)
	+ Handle telephones, filing, copying, and updating of contact lists
* Fulfill responsibilities in administrative support shared services:
	+ Provide coverage as assigned at reception desk, and as needed
	+ Provide administrative support as requested, to balance coverage and needs foundation-wide
* Build knowledge and understanding of the work of the foundation and the grantees and contacts in the focus area; demonstrate expert level administrative skills: high level of proficiency in Microsoft Office – Word, Outlook, PowerPoint, Excel) to efficiently and effectively support the work.

**Qualifications**

* Bachelor’s degree required; interest in education, policy or leadership a plus
* Highly proficient/expert level in Microsoft Office suite: Word, Outlook, Excel, PowerPoint
* Ability to multi-task and determine priorities, seeking guidance as needed, to effectively support several staff (director and officers)
* We place a premium on accuracy and attention to detail: proofreading, complete information for meetings (location, participants, time), up-to-date contact information, and logistics of travel
* Ability to work productively in a fast-paced environment generating high volume of quality work
* Fulfill individual  responsibilities and work well as a member of the shared services team: manage work to meet individual responsibilities and  to support peak load periods in other areas in the Foundation
* Ability and interest in building an understanding of who we work with and the specific contacts
* Strong communication skills: listening, speaking and writing

**How to Apply**

Please submit cover letter and resume to hr@wallacefoundation.org to apply.

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([http://www.wallacefoundation.org](http://www.wallacefoundation.org/))