

Program Assistant
Flamboyant Foundation
Washington, DC

Flamboyant Foundation is seeking an organized, analytical and responsible college graduate who is interested in improving Pre-K-12 public education to support its program staff. The ideal candidate brings excellent administrative, communication, and project management skills, demonstrated critical thinking and attention to detail, and a willingness to step up and pitch-in in any way possible.

Responsibilities

The primary responsibilities of the Program Assistant are to support the Flamboyant Foundation program team in analyzing data on its programs and to coordinate and attend some of the Foundation's many trainings and events. Specific responsibilities include, but are not limited to:

- In partnership with the director of program quality, maintain Flamboyant's evaluation database, including entering data on major initiatives.
- Project manage planning and logistics for Flamboyant's trainings, events, and board meetings.
- Attend Flamboyant Foundation trainings and events in order to provide logistical support and become well-versed in Flamboyant Foundation's content.
- Analyze data on Flamboyant Foundation events by compiling exit slip reports and reporting to full team about feedback.
- Research various topics and write research reports for the team.
- Become expert in and oversee use of support technologies (webinar, Skype, conference calls, online survey tools, Dropbox, etc.)
- In partnership with the Director of Communications, build out and maintain Flamboyant's contact database.
- Improve and expertly manage Flamboyant Foundation's hard and soft copy filing systems.
- Assist with building a library of family engagement tools and resources for partner teachers.
- Support the Director of Communications in proofreading, printing and assembling materials.
- Assist Flamboyant staff with scheduling external meetings.
- Represent the Foundation professionally by serving as the point of contact for grant inquiries.
- Coordinate standing internal meetings by compiling agendas, taking minutes, and communicating action steps to staff.
- Prepare and code staff expense reports.
- Forge positive relationships by greeting guests of the Foundation and providing front desk coverage when necessary.
- Provide additional administrative assistance as requested: production of basic letters, memos, transmittals, labels and envelopes, and making copies and scans.
- Contribute to the organizational growth of Flamboyant Foundation whenever, wherever, and however possible.

Qualifications & Skills

- Bachelor of Arts/Bachelor of Sciences from a four-year college
- Experience in administrative work
- Excellent written and oral communication skills
- Excellent analytical, problem solving, and business judgment, including ability to conduct independent research projects, synthesize large quantities of data and draw conclusions based on evidence
- Strong attention to detail and organizational skills
- Ability to follow through on all projects in a timely manner
- High energy level and degree of initiative
- Good sense of humor, cooperative and flexible spirit, ability to remain unruffled in the midst of chaos
- Willingness to help out with anything needed to keep the office running smoothly

- Curious – always looking for better ways to do things
- Tech savvy, with a strong command of Microsoft Word, PowerPoint, Excel, Access, and Outlook
- Demonstrated interest in education policy, teaching, family engagement, advocacy, and/or philanthropy

Compensation

Salary is competitive and includes full health benefits.

About Flamboyant Foundation

Flamboyant Foundation envisions a day when children in Washington, D.C. and Puerto Rico receive a world-class education. To make this vision a reality, Flamboyant brings strategic leadership and investment of time and money to solve some of the most deeply rooted educational challenges. We study the issues and work with our partners to develop creative solutions and put ideas into practice. We constantly learn from our experiences and adapt our work accordingly. The cornerstone of Flamboyant's approach is hands-on, purposeful collaboration with nonprofits, school districts, educators, government and community leaders who share our commitment and focus on achieving ambitious results to improve children's learning.

In Washington, D.C., we are working to improve student outcomes by transforming the way families and educators work together. Research consistently shows that family engagement accelerates student learning, yet districts, schools and teachers often do not know how to partner with families and provide the information and support needed to help children succeed. We work with educators and other partners to learn about the most effective approaches to family engagement and then build the capacity of teachers, school leaders and districts by providing the training, resources and on-the-ground support they need. We also invest in education advocacy efforts that enable families to attain the best possible public education for their children.

For more information please visit www.flamboyantfoundation.org