



THE AFTER-SCHOOL CORPORATION

POSITION AVAILABLE

Special Assistant to the Chief Operating Officer

The After-School Corporation (TASC) is a nonprofit organization dedicated to giving all kids expanded learning opportunities that educate, support and inspire them. TASC's vision is that kids from all backgrounds will have access to the range of high quality activities beyond the school day that every family wants for their children: experiences that support their intellectual, creative and healthy development and help them to be their best, in and out of school.

The President's Office is responsible for TASC's overall leadership and oversight of the organization. TASC seeks a Special Assistant to the Chief Operating Officer (COO) to support the COO with project management, writing, editing, contract management, research and administrative assistance. This position reports to the COO.

Responsibilities:

- Provide administrative support for COO related to scheduling, correspondence, travel and filing.
- Manage special projects related to Human Resources & Administration, Finance, Operations and other divisions, or in organizational strategy on an as needed basis.
- Facilitate interdepartmental coordination by establishing systems for organizational data management, managing adherence to policies and procedures.
- Schedule, prepare materials and notes, and ensure follow-up for various Board, leadership and staff meetings.
- Conduct analysis of organizational trends and research industry best practices.
- Draft and edit various documents including internal/external correspondence, organizational forms and manuals.
- Develop, document and implement various policies and procedures that improve interdepartmental coordination and data management.
- Serve as a representative of the COO and TASC to key external stakeholders.
- Assist, and sometimes lead the planning and execution of special events.
- Work with the Special Assistant to the President to coordinate ongoing departmental functions (schedule, board communications, incoming and outgoing correspondence, payment requests, etc.).
- Serve as liaison to third party IT vendor and manage critical IT functions, such as monitoring trouble-ticket responses and assisting in improving network performance.
- Perform fiscal duties for COO and President including: contract development, payment requests, expense reimbursements, and corporate credit card administration and reconciliation.
- Perform other duties as needed

Qualifications:

- Bachelor's degree and 1-3 years experience working in an office
- Ability to manage multiple projects in a fast-paced environment, prioritize and meet deadlines
- Excellent communication skills, both written and oral
- Strong organizational skills and detail orientation
- Excellent interpersonal skills; integrity and professional discretion
- Expertise in Word, Excel and Outlook essential; knowledge of PowerPoint and Access desirable
- Desire to work independently and collaboratively in a mission-driven organization.
- Interest in, and enthusiasm about, nonprofit management issues

Interested candidates should forward a cover letter and resume to:

TASC, 1440 Broadway, 16th Fl, New York, NY 10018, RE: SACOO Search

Or e-mail to: employment@tascorp.org, Subject: SACOO Search

No faxes or phone calls, please. Only those candidates selected for an interview will be contacted.

TASC is an Equal Opportunity Employer