



THE AFTER-SCHOOL CORPORATION

POSITION AVAILABLE **Special Assistant to the President**

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 President. This position reports directly to and works closely with the TASC's Founding President, Lucy Friedman. The Special Assistant is responsible for supporting the President through a combination of project management, writing and editing, research and administrative support.

Responsibilities:

- Manage special projects and key relationships on behalf of the President.
- Facilitate the flow of e-mails and telephone communications, screen and refer calls as necessary.
- Organize and maintain the President's calendar and arrange travel.
- Coordinate Board of Directors' and advisory board meetings and materials.
- Prepare policy briefings, talking points, speeches, presentations and proposals for the President.
- Work with the Special Assistant to the Chief Operating Officer to manage the President's Office (schedule, incoming and outgoing correspondence and filing systems).
- Represent the President at meetings and conferences.
- Facilitate the President and TASC's participation in special events.
- Other responsibilities, as required.

Qualifications:

- Bachelor's degree and 2-3 years experience required; master's degree preferred.
- 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 desirable.
- Comfort and experience in dealing with people from different backgrounds with different levels of responsibility.
- Desire to work independently and collaboratively in a mission-driven organization.

Interested candidates should forward a cover letter and resume to:

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

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

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

TASC is an Equal Opportunity Employer