

4T'S PRODUCTIONS Teaching Teens To Think
590 Madison Ave, New York, New York 10022. (212) 521-4132

JOB SPECIFICATIONS

POSITION: VOLUNTEER ADMINISTRATION ASSISTANT
REPORTS TO: PRESIDENT
LOCATION: VIRTUAL / WFO (WORK FROM HOME)
START DATE: IMMEDIATE

ORGANIZATION OVERVIEW:

4T's (Teaching Teens to Think) is an education nonprofit that helps inner-city youth from the five boroughs of NYC finish high school and make a career plan through our individualized programs and services. Learn more at www.4ts.org

JOB PURPOSE

Support the work of the president.

PRIMARY DUTIES AND RESPONSIBILITIES

- Schedule meetings, travel and other arrangements for president
- Write letters and correspondence
- Respond to email inquiries and route them to the president
- Proofread reports and written documents for grammar, punctuation and spelling errors
- Forward incoming general e-mails to the president
- Make meeting, travel and other arrangements for president
- Assist with financial reports as required

QUALIFICATIONS

Education
High School Diploma
Some College

Knowledge, skills and abilities

Word processing

E-mail

Internet

Communications

Must have **STRONG** interest in minority students and youth

EXPERIENCE

2 to 3 years administration experience

To apply, please submit a cover letter, writing sample and resume to rbassett@4ts.org. Applicants that do not follow these instructions will not be considered. No Phone Calls Please.

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1. Commitment to the Organization ◦ All staff members of 4T's Productions – Teaching Teens To Think are expected to demonstrate a commitment to the organization's mission, philosophy and vision. Staff must develop mutual trust and build a courteous, respectful and compassionate team environment with other staff members, organizational leaders and clients. Staff should also be a strong supporter of 4T's cause and must be comfortable collaborating with other agencies for the benefit of the community.

2. Confidentiality and Development

◦ In the course of work, staff will be privy to confidential and sensitive information. It is imperative that these individuals adhere to the organization's code of ethics and maintain confidentiality at all times. Trustworthiness and sensitivity are essential qualities for this employee. 4T's requires employees to complete ongoing staff development to improve personal and professional skills necessary for their position. Regularly reading professional literature, participating in staff meetings and in-service training sessions and sharing materials and information with colleagues may accomplish this.

3. Forging Positive Relationships ◦ One of the primary focuses for the executive director and board of directors are to engage community members, volunteers, business owners and philanthropists in the mission of the organization. As a staff member you are responsible for assisting in this endeavor. Staff must be committed to providing a positive experience for potential partners by being courteous and accommodating in person, over the phone and through written correspondence. As a staff member you may also be charged with communicating the essential nature of 4T's to these individuals. It is the responsibility of all staff members to daily demonstrate their passion and commitment for 4T's work.