

“I HAVE A DREAM” FOUNDATION®
JOB OPENING: OFFICE ASSISTANT(S)

Start Date: Immediately

Employment Type: Part Time (approximately 15 hours per week)

Location: National Office (New York City)

Reports to: Chief of Staff
Director of Administration

Summary

The national “I Have A Dream” Foundation, which empowers children in low-income communities to achieve higher education through guaranteed tuition assistance and a long term program of academic and social services, is seeking an Office Assistant to provide administrative, operational, and project support to the National Office.

This is an especially exciting time for the “I Have A Dream” Foundation as we prepare to launch a new program model to dramatically increase our impact across the nation. We are seeking a passionate, results-oriented, and highly effective individual to work closely with national team. This is an excellent opportunity to learn about education reform and nonprofit leadership.

We encourage individuals of all ethnic and racial backgrounds to apply for the position.

Responsibilities

Key responsibilities include, but are not limited to, the following:

- Proofreading, editing, researching, and preparing reports, presentations, and other documents
- Assist the Chief of Staff in administrative duties
- Maintaining paper and electronic filing systems and databases
- Making travel arrangements, including transportation, hotel accommodations, and conference registration
- Handling phone calls and incoming and outgoing email and mail
- Scheduling and organizing meetings for project staff
- Organizing and participating in project conference calls
- Performing other research projects as assigned
- Special projects as assigned
- Office Assistants working with the Director of Administration may be called on to perform financial and/or operational analysis

Competencies

The ideal candidate is extremely organized and:

- Operates with a high level of urgency and personal responsibility for meeting deadlines and for achieving ambitious outcomes;
- Possesses excellent judgment in prioritizing tasks, taking initiative, and engaging others;
- Is extremely detail oriented;
- Must be flexible and able to manage multiple priorities simultaneously and independently;
- Has very strong written and verbal communications skills;
- Has excellent relationship building skills and is able to interact effectively with a wide range of people including senior leaders and executives across multiple industries;
- Has the highest level of discretion in dealing with confidential and otherwise sensitive matters;
- Thrives in an achievement oriented, entrepreneurial, and fast paced environment; and
- Is passionate about expanding educational opportunities for all children in our country.

Education and Experience

- Bachelor's degree strongly preferred; college/university seniors with a demonstrated interest/commitment in education reform may also apply
- Some experience in or knowledge of education reform and/or in a fast-paced, results-driven social enterprise or corporate environment is ideal; and
- A strong track record of success across multiple engagements highly preferred.

Compensation

The position pays \$15 / hour

About the “I Have A Dream” Foundation

The “I Have A Dream” Foundation is working to ensure that all children in this nation will have the opportunity to pursue higher education and to fully capitalize on their talents, aspirations, and leadership to have fulfilling careers and create a better world. We sponsor entire grade levels of 50-150 students in public elementary schools or public housing developments, and we work with these “Dreamers” from early elementary school all the way to college. Upon high school graduation, each Dreamer receives guaranteed tuition assistance for higher education.

We got our start in 1981, when founder Eugene Lang made the extraordinary promise of a college education to the sixth-grade students of P.S. 121 in East Harlem, sparking a national movement that now stretches from coast to coast. Currently more than 3,000 Dreamers are on the pathway to college in 17 states, Washington, D.C., and New Zealand, following some 11,000 Dreamers who came before them. Many of our Dreamers will be the first in their families to graduate from high school and attend college.

To apply for this position, please send a resume and cover letter to Eugena Oh, Director of Administration and Talent, at ehoh@ihaveadreamfoundation.org.