



## Ada Jenkins Center Job Description – October 2020

**Position Title:** Admin and Engagement Assistant  
**Reports to:** Education Services Director  
**Classification:** Non-Exempt  
**Category:** 15-20 hours per week  
Monday-Thursday from 2:30 to 6:45 pm. Friday from 3:45 to 6:45 pm. Shift varies after the program year/summer months.

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**Job Summary:** Under the general direction of the Education Services Director and in accordance with the mission of the Ada Jenkins Center and purpose of Education Services, the Admin and Engagement Assistant will coordinate all aspects of administration and client-partner engagement in Education Services.

### **Job Qualifications:**

- B.S. degree in Administration, Education, Social Work or related field preferred. An equivalent combination of experience and work may be substituted.
  - Previous experience working with parents and youth and adult students.
  - Strong organizational skills and the ability to set priorities essential.
  - Strong written and spoken communication skills in English and Spanish.
  - Student centered, with the ability to relate to a range of constituents represented in and collaborating with the Education Services.
  - Must already be familiar with or willing to learn and employ the program's philosophy utilizing Love and Logic materials and principles in working children and families.
  - Computer proficient in Microsoft Word, Outlook, and Excel.
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### **Principle Activities of role based on Center's Guiding Principles:**

#### **+ Mission Driven & Excellence**

**Serve as the lead staff member for the management and update of student information and assist with the enrollment process of students.**

- Assist with entering student and family information into center database and other information systems utilized by Education Services.
- Collect and record the payment of any fees from client-partners.
- Oversee that each client-partner is completing requirements and are within adherence to program/service policies.
- Distribute, collect, and analyze assessments, surveys, or evaluations needed from client-partners.
- Prepare reports and other documents as needed.
- Staff all play the role an Ada Jenkins ambassador.
- Staff understand and embrace that Ada Jenkins has one mission and we are one team.
- Staff adhere to any policies set-forth as organizational staff policies, as well as those specific to this role.

### **+ Relationship Driven by promoting a culture of trust and respect**

#### **Serve as the primary coordinator of support services and programs for students.**

- Work with staff members to identify students who are appropriate referrals for internal programs or 2<sup>nd</sup> hand request external partner requests.
- Promote completion of paperwork or other tasks by parents so students can participate in community services or programs.

#### **Serve as the bridge for families to other services provided by the Ada Jenkins Center and external partners.**

- Stay aware of events offered by fellow Education Services staff, AJC staff, other internal partners, at partner schools, other external partners and encourage client-partner attendance.
- As needs are identified with client-partners, serve as the primary referral source to Coordinated Services.
- Keep other Education Services staff members aware of the services provided in the center and about the eligibility requirements for accessing each of those services or programs.
- Staff work to establish and maintain strong relationships with client-partners, community organizations, volunteers and fellow staff.
- Staff fulfill their job responsibilities in a professional manner, with the understanding that the rest of the Ada Jenkins team depend on this to fulfill our mission.
- Staff assist other teammates as able and available.
- Staff participate in staff meetings, staff trainings, and staff gatherings.
- Staff will protect the privacy and confidentiality of client-partners, your teammates, volunteers, donors or other supporters of the Center.
- Staff adhere to the ethical standards established and promoted by their profession as an Administrative Professional.
- Staff are respectful of and sensitive to what people bring to the table, their individual beliefs and lifestyles. Staff will actively refine their ability to interact with people different backgrounds.

### **+ Steward of Resources**

- Staff manage their time, take care of equipment, Ada Jenkins' facility and material goods, work to avoid waste and duplication, and make the best use of Ada Jenkins' financial resources.
- Accurate data is essential to the strength of our organization. Staff are expected to collect, accurately input, and analyze data as required by your specific role.

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### **Physical and Mental Requirements:**

The Ada Jenkins Center is committed to providing a means for job applicants who have a disability to identify areas in which they may request a reasonable accommodation. The following is a description of the physical and mental abilities which are customarily required to perform the essential job functions of this position:

- Vision sufficient to read standard text, read a computer monitor, and to drive safely.
- Vision sufficient to supervise students at a distance of up to 50 yards.
- Ability to speak and hear sufficiently to communicate clearly in person and over the telephone.

- Ability to stand, sit, walk, stoop, and bend routinely.
- Manual dexterity to use hands, arms, shoulders, repetitively to operate keyboard, to write, etc.
- Body strength sufficient to lift and transfer at least 50 lbs.
- Ability to interact professionally with persons from a variety of backgrounds in a high stress environment.
- Supports the vision, mission and other organizational needs of the program and center.
- Ability to work without intensive supervision.

Interested applicants should send their cover letters and resumes to [resumes2@adajenkins.org](mailto:resumes2@adajenkins.org).  
Position closing date is October 16, 2020 or open until filled. No phone calls, please.