

PREP *for* PREP

Leadership Development Opportunities Administrative Program Coordinator

Organization Summary: Prep for Prep is an education and leadership development program that creates ethical and effective leaders who reflect our diverse society. Prep identifies New York City's most promising students of color, prepares them for success at the nation's top independent schools throughout the Northeast, and supports their academic and personal growth through college graduation. Today, over 5,000 students and alumni in the Prep for Prep Community are leaders in every field imaginable.

Position Summary: The Administrative Program Coordinator works with the Leadership Development Opportunities team to engage and manage Prep and PREP 9 participation in numerous LDO academic year and summer programming. They are responsible for helping the department directors to plan and execute summer program efforts, assist in organizing events and meeting logistics, and provide general administrative support to the department. The Administrative Program Coordinator reports to the Director of Leadership Development.

General Responsibilities and administrative tasks include but are not limited to:

- Supporting senior-level staff and handling confidential and sensitive information with tact, diplomacy, and discretion
- Exhibiting strong relationship and communication skills and the ability to interact effectively at all levels of the organization
- Ability to work effectively on a team, sometimes under pressure, with accuracy, attention to detail and timely follow up
- Answering phones and directing all incoming calls to appropriate party
- Communicate and handle incoming and outgoing electronic communications
- Assisting with the preparation of presentation materials
- Coordinating and scheduling appointments, meetings, and events and organizing itineraries as needed
- Preparing and distributing LDO staff meeting minutes
- General administrative responsibilities such as filing, copy, faxing, typing and data entry

Program Coordinating responsibilities:

- Manage various programs with Prep for Prep's external partners. This includes interfacing with program partners, recruiting and enrolling students, and managing and tracking student involvement. Programs include, but are not limited to:
 - Google CodeNEXT; World Science Academy; Arts Opportunities, Including Free Arts and the Frick Collection
- Establishing and maintaining systems that track the participation of LDO students in relevant projects and activities, and in activities sponsored by other organizations but involving Prep-orchestrated efforts to involve its students
- Managing the enrollment and the placement of younger students in appropriate camperships in the following capacity:
 - Manage enrollment process for new students into the campership program
 - Interface with summer camps to determine the number of available spots and scholarships
 - Contact former campers to determine whether they will return or not
 - Organize Summer Camps Parent's Meeting
 - Help families with any relevant logistics
 - Collect payments as applicable, and reconcile with Finance and Administration

- Assist the Director of LDO with the Institute for Entrepreneurship (IFE), including managing the recruitment and enrollment of students, and assisting with the day-to-day management and supervision of the program.
- Assist the Director of LDO with the Sotheby's Arts Incubator, including managing the recruitment and enrollment of students, and assisting with the day-to-day management and supervision of the program.

Skills, Experience, and Competencies:

- Bachelor's degree required
- 1 to 3 years of prior experience in a non-profit, office or school setting
- Sound judgment, compassion, a self-directed work ethic, and a commitment to achieving Prep for Prep's Mission
- Embody and advocate for Prep for Prep's values of Excellence, Integrity, Commitment, Courage, and Community
- Superior written and oral communication skills. Excellent interpersonal skills. Able to communicate effectively at all levels of the organization and its partners
- Excellent organizational skills, able to plan and manage multiple, competing priorities, ensure delivery to deadlines while maintaining attention to detail
- Be self-motivated, able to work both independently and within a team structure
- Works in a cooperative and professional manner with colleagues.
- Competent user of MS Office incl. Excel, Word, PowerPoint, Outlook; comfortable with databases and GoogleDocs
- Flexible and adaptable. This role requires some evening work
- Fluency in Spanish preferred

HOW TO APPLY: Please email a cover letter and resume with the subject line "Leadership Development Opportunities Administrative Program Coordinator" to: Human Resources personnel@prepforprep.org

Prep for Prep does not discriminate on the basis of race, color, religion, sexual orientation, or ethnic or national origin and is an equal opportunity employer.