

**Program Assistant: Part-Time/Temporary**

**Organizational Overview:**

Leadership Enterprise for a Diverse America (LEDA) empowers a community of exceptional young leaders from under-resourced backgrounds by supporting their higher education and professional success in order to create a more inclusive and equitable country. LEDA believes that selective colleges are not only a gateway to opportunity, but a nexus for the development of leadership in every field. By helping talented students from under-resourced backgrounds access these institutions and providing them with the tools necessary to succeed, LEDA seeks to ensure that this country's leadership is truly reflective of its citizenry. LEDA's vision is to build an inclusive and equitable America where leadership reflects, celebrates, and supports diverse perspectives.

**About the Position:**

LEDA is seeking a detail-oriented, highly motivated Program Assistant to provide part-time support to LEDA's College Guidance Program and other departments of the LEDA Scholars Program during the 2019-20 academic year. Reporting to LEDA's Director of College Guidance, the Program Assistant will provide essential support to Scholars, as well as operational and data support to the College Guidance department.

**Key Responsibilities:**

- Reviewing and providing feedback to Scholars on FAFSA and CSS profiles
- Drafting and coordinating email communication for students, families and other stakeholders
- Collecting up-to-date information about Scholars' college application process through social media, email, and phone outreach
- Tracking and entering Scholars' application progress and outcomes in Salesforce database
- Supporting the logistics and administration of Scholar events, program workshops, etc.

**Qualifications:**

- High School diploma required, Bachelor's Degree preferred
- Experience in college access, financial aid, college admissions, education or a related field
- Strong written communication skills
- Excellent attention to detail
- Outstanding organizational skills
- Ability to ask for help to ensure successful completion of tasks
- Commitment to preserving confidentiality of student records
- Knowledge of Salesforce a plus
- Willingness to be flexible in taking on new projects/tasks as needed
- Demonstrated commitment to promoting educational equity for students from underrepresented backgrounds

**Compensation:**

This is a part-time temporary position with an hourly rate of \$15-\$19/hour, commensurate with experience. The position will begin in September 2019 and end in May 2020. Hours are flexible. Candidates must be available to work a minimum of 15 hours a week at LEDA's Manhattan office during regular business hours, with the possibility of up to 24 hours per week.

**Work Environment:**

LEDA offers a flexible, collegial work environment that welcomes new ideas and innovation. We are proud to be an equal opportunity employer. To be considered for this opportunity, please send an email with a brief cover letter and *résumé*, to [employment@ledascholars.org](mailto:employment@ledascholars.org) with "Temporary Program Assistant" in the subject line.

Applications will be accepted on a rolling basis.