



# Administrative Coordinator

## *Neighborhood Partnership Program*

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Fall 2021

### **Position Description:**

The [Neighborhood Partnership Program](#) was created as a response to the strong need for supportive programming in the Los Angeles inner-city that serves underrepresented youth of color in attaining postsecondary degrees. While we offer a variety of programs, we value a strong home base to ensure every facet of our program is successful. Therefore, the Administrative Coordinator will be responsible for assisting the NPP Pro Staff and the NPP department as a whole. Responsibilities will include helping with keeping track of data and research, administering surveys, taking meeting minutes, and more! For this school year in particular, the main focus will be on managing NPP's social media accounts and sending out our monthly newsletter.

**\*Our priority is the health and safety of all students and staff. If and when it is safe to do so, we will be ready to deliver our services in-person. As of now for the 2021 fall semester, NPP will deliver services virtually.**

### **Duties/Responsibilities:**

- Oversee and manage all NPP social media accounts
- Create and send out the NPP monthly newsletter
- Data collection and research; & administer surveys/evaluations
- Assist with NPP Student Staff hiring process
- Assist in scheduling and training NPP Student Staff
- Assist in creating agendas & taking meeting minutes
- Manage Transportation, if needed
- Attend Pro Staff Meetings & Leadership Meetings
- Support with campus-wide NPP events

### **Position Requirements/Preferences:**

- Preferred: Students who have previously worked with NPP are highly encouraged to apply.
- Strong Organizational and Time Management Skills.
- Experience using Google Suite (Google Calendar, Docs, Sheets, etc.), Microsoft Office, & Canva.
- Familiarity with using Instagram, Twitter, Facebook, Snapchat, & TikTok - Must be comfortable with posting on social media on behalf of NPP.

**Employment Period:** August, 2021 - May, 2022

**Work Schedule:** M-F, 6-8 hours per week

**Pay Range:** \$ 15.00 per hour

**To apply please click on the link:** <https://forms.gle/WT4fFLWs2mYc164w6>