

POSITION OPENING – ADMINISTRATIVE ASSISTANT

Pathways to College, an established non-profit organization serving high school-age African American and other students of color from underserved communities, seeks candidates for the position of ADMINISTRATIVE ASSISTANT.

Organization Mission

Identifying high-potential, underserved students, helping them recognize and cultivate their abilities, and providing them with the information, guidance, and support they need to become the best high school students, college applicants, and graduates they can be.

Primary Responsibilities

- Accurate and reliable data entry for maintaining student rosters and tracking progress
- Process student applications and submissions for awards and other activities; ensure completion
- Generate letters and labels using Mail Merge
- Assist in bulk mailings
- Assist in assembling and disseminating program materials
- Provide backup for Senior Administrative Assistant, as appropriate and necessary, such as making appointments, managing calendars, preparing travel itineraries, gathering materials for meetings, contacting teachers as required

Qualifications/Requirements

- 2-5 years of administrative/clerical experience
- Comfortable and able to work in a virtual home office environment
- Has a home office with a workspace for assembling and storing materials
- Has reliable transportation for organizational errands (such as mailing, purchasing supplies, and storage facility)
- Strong computer skills (Microsoft Office) and adept at data entry
- Ability to communicate effectively and correctly, both verbally and in writing
- Ability to follow written and oral directions
- Is focused and self-directed; thinks before acting
- Committed to maintaining the confidentiality of organization and constituent information

Please send resume and cover letter to Alyce Franklin at afranklin@pathwaystocollege.org.