



**Title:** Part-Time, Hourly Position

**Department:** Office of Family Community and Engagement (FACE & ELECT Program)

**Reports To:** Administrative Superior

For forward-thinking administrators and educators opportunities abound in the School District of Philadelphia. The School District of Philadelphia is committed to transforming the education opportunities it offers the city's more than 203,000 school-aged children. The District seeks District leaders who have a passion for working with schools, principals and communities and who are committed to ensuring all students achieve. Serving a population as diverse as ours requires creativity, commitment and vision. Will you join us?

### **Job Summary**

This is a part-time position that offers a hands-on learning experience for administrative support to assist the Office of Family and Community Engagement. The position will be exposed to various aspects in a large urban business environment. Additionally, serves as administrative support to the overall operation in the Office of Family and Community Engagement. This position is paid hourly.

### **Essential Functions**

#### **Elect Program Specialty**

- Participate in team meetings and project planning discussions.
- ELECT Baby Boutique Operations Designee, assisting students with obtaining items using incentive.
- Baby Bucks, maintains and tracks inventory, product merchandizing, and general maintenance of the space.
- Facilitate and/or assist with ELECT Car Seat Loan and Safe Sleep Workshops
- Ensuring Boutique, Car Seat, and Safe Sleep programs are operated in adherence to strict guidelines.
- Assist with ordering, receiving, and unpacking supplies and materials.
- Maintains and updates key reference documents, files, google drive items, and databases.
- Maintain program files adhering to grant compliance regulations.
- Provide input for social media and marketing strategies including Facebook, Twitter, Newsletter, and Blog.
- Coordinate and assist with ELECT special events.
- Represent ELECT at community tabling events, some public speaking required.
- Prepare reports on project status.
- ELECT Hotline Coverage- supporting callers and tracking calls.
- Participate in team meetings and project planning discussions.

#### **FACE Program Specialty**

- Assist with receiving, and unpacking supplies and materials.
- Updates and maintains key reference documents, files, google drive items, and databases.
- Collaborate, coordinate, and assist with FACE events.

- Works with selected teams on specific aspects of meeting project goals in a timely manner.
- Performs other duties as assigned by the appropriate administrator.

**Minimum Requirements**

- High School Diploma or GED/High School Equivalency Certificate

**Knowledge, Skills and Abilities****Qualifications**

- Analytical skills.
- Excellent writing skills.
- Well-developed organization skills with attention to detail.
- Excellent interpersonal and communication skills, customer service oriented.
- Ability to work independently.
- Proficient in Microsoft Office and Google Docs/Sheets.
- Must be able to perform task with limited supervision.
- Ability to multi-task and handle detailed assignments.
- Ability to maintain confidentiality.
- Ability to lift up to 50 pounds
- Must be available to work on Weekends and some limited Saturday events.

**Disclaimer**

The above statements are intended to describe the general nature and level of work being performed by people assigned to this classification. They are not to be construed as an exhaustive list of all responsibilities, duties, and skills required of personnel so classified.

**Nondiscrimination**

The School District of Philadelphia provides to all persons equal access to all categories of employment in this District, regardless of race, color, age, creed, religion, sex, sexual orientation, ancestry, national origin or handicap/disability, gender identity, or genetic information. Please refer to Board Policy 104 for further information regarding the District's commitment to Nondiscrimination in Employment Practices.

Interested candidates should email their resume to [tburgess@philasd.org](mailto:tburgess@philasd.org).