



### About SEED

As the first public, college-preparatory boarding schools in the U.S., SEED's mission and approach to education are unique. SEED schools are tuition-free and, by design, serve traditionally underserved students. Our schools and graduates are supported by [The SEED Foundation](#). The SEED Foundation provides programmatic and operating support to SEED schools in Washington, D.C., Baltimore, and Miami. The SEED Foundation's [College Transition & Success](#) (CTS) team provides intensive, individualized support to each SEED graduate from their junior year of high school through their college graduation. The success of the SEED model has been showcased in [media outlets and publications](#) such as *60 Minutes*, *The New York Times*, *The Washington Post*, and in the documentary film *Waiting for "Superman."* President Barack Obama has hailed SEED as "a true success story." For more information, please visit [www.seedfoundation.com](http://www.seedfoundation.com).

### Position Overview

The SEED Foundation is searching for a talented administrative assistant who is mission-driven, resourceful, creative and inventive. This person will be able to manage multiple projects, be open and collaborative, have a strong attention to detail and be an excellent communicator. Focused and organized candidates will have the opportunity to be a part of an innovative organization with team members who are intent on improving educational outcomes for underrepresented students.

The administrative assistant is an entry-level position designed to primarily provide administrative support to the Chief Schools Officer (CSO) and the Chief College Success Officer (CCSO). Under the direction of these members of the leadership team, this person will manage vital logistical and administrative functions.

### Essential Duties and Responsibilities

- Manage calendars and meeting requests, along with calls from external sources
- Coordinate travel arrangements
- Draft and edit correspondence, presentations and other communication
- Support email management for the CSO and CCSO (receipt and distribution)
- Coordinate and organize logistics, materials and minutes for various initiatives such as weekly, bi-monthly, and quarterly meetings, local/regional forums, events, retreats, committee gatherings and working groups associated with the work of the school support and college success teams
- Circulate relevant research and information
- Manage check requests and expense reports for the CSO and CCSO
- Maintain database and files to include relevant information related to the SEED model, SEED schools, secondary and postsecondary reports and best practices research
- Manage information sharing between SEED schools and The SEED Foundation
- Conduct general research and information gathering; synthesize and summarize basic research



- Provide back-up support for office management, the executive coordinator and the expansion team
- Other duties as assigned

**The successful candidate will have**

- A commitment to SEED's mission and the belief that with the right resources, any child can attend college and achieve his/her dreams
- An Associate's degree or higher; a Bachelor's degree is preferred
- A minimum of 1-2 years of administrative, customer service and research experience
- A high level of proficiency with MS Office to include Word, Excel and Outlook
- Strong technology skills and internet savvy
- Comfort and experience analyzing quantitative and qualitative data
- An understanding of and interest in K-12 and higher education standards and practices
- Outstanding interpersonal and communication skills
- Excellent research, analysis and writing skills; the ability to understand, interpret and summarize complex information
- Strong project management skills with the ability to work in a deadline-driven environment
- The ability to manage multiple projects in a dynamic, fast-paced team environment
- The willingness and desire to work in a challenging, entrepreneurial atmosphere
- An understanding of urban education and the challenges facing underrepresented families is a plus
- Experience working in a startup environment and/or education reform is a plus

**Employee Benefits**

SEED offers a comprehensive compensation package that includes three weeks' vacation, eleven holidays, eight sick days, health and dental insurance, FSA reimbursement accounts (health care, dependent care, and transit/parking), life insurance, short-term and long-term disability and a 403(b) plan.

**To apply for the Administrative Assistant position at the SEED Foundation:**

Please forward your resume and cover letter, *including salary expectations*, to [jobs@seedfoundation.com](mailto:jobs@seedfoundation.com) with "**SEED Foundation – Administrative Assistant**" in the subject line. *Applicants will not be considered without both a resume and cover letter.*

The SEED Foundation is committed to the letter and spirit of equality. It does not discriminate on the basis of race, color, religion, gender, sexual orientation or national and ethnic origin in hiring and employment, nor in the administration of its educational policies, admissions policies, scholarship and other programs.