



NONPROFIT OFFICE ASSISTANT CONTRACTOR (or INTERN)
POSITION AVAILABLE (25-30 HOURS/WEEK)

The Education Fund, a nonprofit organization celebrating its 40th year of helping students succeed, is looking for a dynamic person who would like to work as a contractor or intern for our organization. There is never a dull day as The Education Fund runs many programs and events to help our public schools, teachers, and especially students thrive. You will be helping support many efforts and helping accomplish these efforts, which include:

- A messaging/fundraising campaign where business volunteers see what it's like to be a teacher
- A program in which teachers share best practices for student success
- An initiative to get students on the road to college and careers
- A food festival: high school students are the 'celebrity chefs,' and 500+ business executives are the judges
- A first-in-the-nation effort to install and use Food Forests to improve student achievement
- An 11,000 sq. ft. warehouse where businesses donate and teachers shop for free for their classrooms
- And events that reward students for creativity and bring art collectors, philanthropists, and executives together to support arts education while recognizing successful public school alums.

Sound interesting? Can you see yourself helping with this work and helping with the office management tasks that make it possible?

Sample Responsibilities:

- Assist in the coordination of events, including creating graphics, calling sponsors to get RSVPs, keeping critical spreadsheets, calling businesses to secure in-kind donations, producing/copying event materials, etc.
- Provide 'day of the event' support, including helping set up the event space, organizing/staff registration, responding to guests' needs, and helping tear down the event
- Help compile board of directors' meeting materials/possibly attend/assist at board meetings
- Solicit/record/file/maintain reports
- Maintain office equipment
- Schedule meetings and make phone calls as needed
- Assist with the retrieval and distribution of mail/packages, ordering supplies, and answering phones
- Create purchase orders (POs), prepare back-up
- Maintain updated Board of Directors/Advisory Board lists and staff contact sheets
- Communicate/follow up with teachers as needed related to various program activities
- As skills allow, proof/edit reports, proposals, and other collateral materials
- Assisting with various other programmatic needs

Requirements:

- Amazing customer relationship skills
- Good written and verbal communication skills in English (Spanish not required, but helpful)
- Intermediate to advanced skills in Microsoft Office, including Word, Excel, Outlook, PowerPoint
- Able to do simple graphic design (name tags, table tent cards, simple flyers)
- Strong desire to work for a nonprofit organization that improves public education

This is a contractor and/or intern position at our offices in Miami Lakes. The expected hourly rate is based upon skills and prior experience. The Education Fund is an equal opportunity employer. **Please send your resume to hr@educationfund.org.**