



**Position:** Special Assistant to the Co-Director

**Location:** Los Angeles, CA

### **ABOUT CFY**

CFY is a national education non-profit that helps students in low-income communities, together with their teachers and families, harness the power of digital learning to improve educational outcomes.

CFY pursues this mission through the combination of its groundbreaking K-12 learning platform, [PowerMyLearning.com](http://PowerMyLearning.com), and its on-the-ground direct service initiative, the [CFY Digital Learning Program](#). PowerMyLearning makes best-in-class digital learning activities easily accessible and usable to meet the full range of K-12 learning needs. It is an integral part of CFY's Digital Learning Program which is conducted in partnership with low-income public schools to increase home technology access, extend learning beyond the classroom, and deeply engage parents in the learning process. The program provides training for teachers, students and their parents along with a free broadband-ready home computer loaded with educational software and 24x7 bilingual help desk support.

To date, CFY has served more than 40,000 families from 100 schools nationwide and has demonstrated significant impact on student achievement, student engagement, parental confidence, and broadband adoption. To extend the impact of its work even further, CFY operates an [Affiliate Network](#) of over 30 organizations in more than 20 states and the District of Columbia.

In Los Angeles, CFY's Digital Learning Program will serve approximately 15,000 families in about 30-40 schools over the next two years by providing free home learning centers, training, and bilingual help desk support, with the goals of strengthening the home learning environment and promoting family broadband adoption. Additionally, CFY-LA will provide professional development and training to the educators at its partner schools in order to strengthen the connection between the classroom and the home.

For more information, please visit [www.cfy.org](http://www.cfy.org).

### **POSITION DESCRIPTION**

This position is an exciting opportunity for a resourceful and energetic professional who is passionate about serving low-income families to join a high-performing team. The Special Assistant provides executive support to the Co-Director, ensuring that her time is used effectively. Additionally, the Special Assistant manages office processes for CFY-LA (a team of 20) to ensure maximum efficiency. This position reports to the Co-Director, Ingrid Nicole Byrd.

## KEY RESPONSIBILITIES

### *Executive Support for Co-Director*

- Schedule and confirm appointments, internal meetings and manage conference room schedule
- Manage school workshop calendar, ensuring it is updated
- Coordinate and schedule school interviews and facilities visits for partner schools
- Draft memos and correspondence
- Track school payment process in conjunction with CFY's National finance team, keeping Program Managers informed of where schools are in the process
- Provide varied administrative and scheduling support to the Co-Director
- Assist with special projects from the Co-Director
- Maintain an organized tracking system of tasks and projects
- Handle confidential and non-routine information with sensitivity

### *Office Management*

- Organize and maintain office
- Maintain inventory of office assets and office and program supplies
- Manage purchases of office and program supplies in compliance with federal procurement guidelines and in a timely manner
- Manage relationships with building owner and facilities-related vendors
- Ensure existing and new employees have appropriate space, equipment, and supplies
- Serve as primary point of contact with appropriate CFY National Staff regarding IT (phones/computers/Internet), HR, Finance, and some outside vendors
- Prepare audio-visual equipment for inter-office conference calls
- Handle petty cash for the LA Office
- Ensure office orderliness and organization, maintaining common standards of professionalism and mutual respect (for local community, as well as stakeholders/clients) among all employees

### *General Team Responsibilities*

- Participate in CFY-LA weekly team meetings
- Attend training, including in-house training. Be prepared to discuss concepts learned in the class with team members, find ways to apply learning at CFY-LA
- Manage up, by being proactive and keeping manager informed of changing priorities
- Understand and communicate the mission to staff, clients, donors, and other stakeholders
- Model and hold other staff members accountable to CFY-LA Cultural Values
- All other duties as necessary

## CANDIDATE QUALIFICATIONS

### Required:

- Passion for CFY's mission
- Bachelor's degree
- Impeccable organization and project management skills
- Detail-oriented, energetic, independent
- Responsible and even-tempered demeanor, with high standards of performance
- Exceptional interpersonal and teamwork skills
- Engaging presence, with diplomacy, tact and good humor
- Excellent written and verbal communication skills
- Self-motivated with the ability to thrive under pressure and on deadline
- Capacity to simultaneously work on multiple tasks and projects, and the ability to set priorities
- Demonstrated flexibility when priorities change
- Demonstrated ability to work independently and with minimal oversight, but also takes direction well and is eager to meet or exceed performance expectations
- Expertise with Microsoft Outlook, Word, and Excel a must

### Preferred:

- Bi-lingual in Spanish/English
- Two years of work experience after college
- Experience assisting senior level managers
- Experience in a start-up environment
- Experience in the non-profit sector or in public schools
- Experience working with low-income communities

## COMPENSATION

Compensation will be competitive and commensurate with experience. CFY also offers a generous benefits package.

## TO APPLY

Please send a resume and a thoughtful cover letter, outlining how your skills and experience meet the qualifications of the position, and stating both your current compensation and how you heard about this opportunity, to [jobs@cfy.org](mailto:jobs@cfy.org) using the following conventions:

Subject line: Special Assistant to the Co-Director

Cover Letter: yourfirstname\_yourlastname\_coverletter.doc

Resume: yourfirstname\_yourlastname\_resume.doc

Applications will be reviewed on a rolling basis. We will contact only those candidates whose professional experience meets our requirements. No phone calls please.

*CFY is an equal opportunity employer and welcomes candidates from diverse backgrounds.*