



## **ADMINISTRATIVE ASSOCIATE**

The CAYL Institute's Administrative Associate is responsible for providing all aspects of administrative, clerical and selected programmatic support for The CAYL Institute especially as it relates to The Metro Boston Good Jobs Coalition: Child Care Sector grant (GJC) and other CAYL projects and initiatives. The individual will ensure the smooth coordination and support of the Sector Coordinator and Project Administrator working on GJC initiative.

This position would be part time (between 15-20 hours/week).

*The CAYL Institute is a nonprofit organization that brings multiple voices and diverse perspectives together to work towards timely, relevant, and immediately actionable solutions for young children.*

## **Responsibilities of Position:**

The essential functions include, but are not limited to the following:

- Provide program and administrative support and technology operations assistance to CAYL programs and initiatives.
- Specific to GJC - Assume responsibility for managing administrative related duties (i.e., organizing, inputting, and tracking data, developing, and sharing database protocols, reports and presentations, managing calendars and schedules, etc.) that ensure the GJC project functions well throughout the three-year period of the grant.
- Support project administrators in selected programmatic responsibilities including development, implementation, tracking and reporting on program and organizational performance metrics and goals.
- Provide assistance with donor management record keeping and fundraising including events planning for specific grant activities.
- Assist in collection, review, and analysis of data and statistics related to implementation and facilitation of all programs and projects
- Produce written reports as required.
- Participate in and represent CAYL in meetings (both Zoom and in-person) as appropriate and required.
- Assist in management of relationships with partners, external vendors and grantees



- Other duties as necessary

**Qualifications:**

- Bachelor's degree or higher and/or related certifications in organizational development or program and project management.
- Three (3)+ years of executive or administrative support work
- Current knowledge of and experience with office administrator responsibilities, systems, and procedures
- Experience and proficient with scheduling and meeting support tools like Calendly, Doodle, Survey Monkey, Zoom, and project management tools
- Proficiency in the use of spreadsheets, word processing (Office, Excel, and Outlook, in particular) and Google applications and databases
- Knowledge of project management systems
- Experience working with multiple databases and software programs
- Demonstrated ability to perform multiple tasks and meet critical deadlines while maintaining accuracy and quality
- Experience making complex and time-sensitive decisions

*The CAYL Institute is located in Milton, Massachusetts. This position can be in-person, hybrid, or fully remote.*

**To apply for this position, send your resume and cover letter to:**

[info@cayl.org](mailto:info@cayl.org)