**Administrative Coordinator Job Description**

**Fair Futures** is a comprehensive model that serves young people who have been in the New York City foster care or juvenile justice systems. The model includes a robust middle school program that prepares students for success in high school and a long-term coaching program from 9th grade until age 26 that includes individualized coaching, 1:1 tutoring, and comprehensive academic, career development, housing, and independent living supports.

The Center for Fair Futures supports 31 organizations implementing the model and approximately 450 Fair Futures staff through an array of trainings and professional development supports.

We are seeking an Administrative Coordinator who can help us with the following:

**Training and Technical Assistance Tracking, Registration and Reporting**
- Track participant attendance to Fair Futures mandatory and optional trainings, workshops and other learning opportunities.
- Use Eventbrite platform to schedule trainings and workshop.
- Use Eventbrite platform to track training and workshop registration.
- Work closely with the Fair Futures team to track 1 on 1 technical assistance
- Assist in the creation of training and support reports
- Coordinate with the web developer so that all learning opportunities are accurate and updated on the Fair Futures website
- Maintain Fair Futures staff list by entering new and updated staff and contact information.
- Contribute to team effort by accomplishing related results as needed.

**Budgetary Support:**
- Collect and organize receipts
- Organize and track invoices for consultants and vendors
- Manage payment to vendors

**Qualifications / Skills Required:**
- Strong computer skills, specifically Excel and Word
- Strong writing skills – ability to write and organize reports
- Strong organization skills
- Thoroughness with attention to detail
- Maintain confidentiality

**Education and Experience Requirements:**
- Minimum of a Bachelor’s Degree is required
- A minimum of 2 years experience in data entry experience and/or office management.

**Salary:** $70,000 plus benefits

Please submit your resume and cover letter to emil.ramnarine@fairfuturesny.org.