



Administrative Services Associate

Join a transformative mission! The Southern Education Foundation, Inc. (SEF), in Atlanta, GA, seeks a dedicated and meticulous Administrative Services Associate to become an integral part of our team, supporting program initiatives and owning daily operational functions. This role entails a proactive individual who is detail-oriented and committed to advancing SEF's mission and goals.

For more than 150 years, SEF has made substantial contributions to improving education at all levels, from pre-kindergarten through higher education. SEF works to improve equity and excellence in education for low-income students and students of color in the South. SEF works to improve equity, excellence, and opportunity in education nationally. Research, policy analysis, advocacy, and programs are the primary means through which SEF pursues its mission. Candidates should be able to effectively communicate and embody the values, beliefs, purpose, and mission of the organization.

The Administrative Services Associate reports to the Senior Leadership Team. To learn more about SEF's work and impact, please visit www.southerneducation.org.

The Opportunity:

The Administrative Services Associate will support multiple departments by providing coordination and execution of strategic initiatives. This role involves working closely with team members, stakeholders, and external partners to ensure the successful delivery of programs and initiatives. The successful candidate will demonstrate strong organizational and critical thinking skills, manage multiple calendars efficiently, and possess a talent for fostering cross-departmental collaboration.

Job Duties & Responsibilities:

- Assist in the development, planning, and execution of program strategies and objectives.
- Coordinate scheduling and provide calendar management for two or more senior leaders.
- Prepare and confirm travel arrangements, itineraries, and expense reports for senior leadership.
- Coordinate and support logistics for programs, events, workshops, meetings, including scheduling, preparing materials, assisting with outreach efforts, and communication with partners and stakeholders.
- Develop, contribute to, and refine documents such as proposals, reports, spreadsheets, presentations, and correspondence for meetings and convenings.
- Conduct research, facilitate data collection, monitor budgets, and collaborate with team members and partners to obtain essential information.
- Maintain accurate records and documentation related to activities, databases, and participant information.
- Support grant management processes, including monitoring deadlines and the preparation of necessary documentation.
- Build and maintain professional relationships with organizational partners, stakeholders, and clients through written and oral communication.
- Uphold confidentiality and exercise sound discretion.
- Perform additional tasks as assigned to advance organizational and programmatic goals.

Required Qualifications:

- Bachelor's degree in public administration, business administration, or a related field.
- Five years or more experience supporting senior leadership within a nonprofit organization or educational environment.
- Proven experience supporting organizational initiatives and administrative functions within a corporate or nonprofit setting.
- Demonstrates excellent interpersonal, verbal, and written communication skills.
- Demonstrated ability to write and communicate effectively with various audiences, including foundations, donors, and broader constituencies.
- Competence in providing support to leadership in strategic communications, organizational strategy, and all other special projects as assigned.
- Capable of working independently and collaboratively with diverse teams and audiences.
- Strong ability to organize, prepare, and present clear oral and written recommendations and reports
- Exhibits professionalism in interactions with all stakeholders.
- Strong organizational, coordination, and time management skills, as well as attention to detail in daily duties.
- Proficiency in Outlook, Excel, Power Point, Google Workspace, Outlook, Salesforce, and videoconferencing platforms.
- Tech-savvy or eager to acquire new skills; including utilizing generative AI tools, CRM systems, and project management software; coupled with the capacity to perform calculations and conduct thorough research.
- Skilled in multi-tasking to meet deadlines in a dynamic, fast-paced environment with minimal oversight.
- Sound judgment in decision-making and escalating concerns appropriately.
- Flexibility to respond swiftly to last-minute changes, urgent requests, and unforeseen tasks.

This is a full-time position working Monday – Friday. Compensation for this role is \$55,000 - \$65,000 and is commensurate with experience, including a competitive benefits package. The Southern Education Foundation is an Atlanta-based organization. SEF is currently working a hybrid schedule, where employees work remotely and in-office, based on the needs of the business.

Interested candidates should click [here](#) to apply.

The Southern Education Foundation is an equal opportunity employer. Candidates of all backgrounds are encouraged to apply.