

## Program Assistant Position

The Children's Scholarship Fund (CSF) is a national non-profit organization based in New York City that works to advance parental choice in education. For more than 20 years, CSF has provided children of low-income families with tuition assistance in grades K-8, while working to expand educational opportunities for all children. CSF has a network of 20 partner programs in 24 cities and regions nationwide, including New Hampshire, where we serve students in grades K-12 through the Education Freedom Accounts and Education Tax Credit Scholarships.

CSF seeks a focused, detail-oriented, bilingual in English and Spanish, and high-energy Program Assistant with excellent communication abilities and computer skills to support in the administration of the NYC and New Hampshire scholarship and grant programs.

### Key Responsibilities:

- Ability to understand and distinguish between the various scholarship program eligibility and awarding requirements
- Thorough review of submitted scholarship applications with a deep level of detail to determine eligibility based on specified program
- Data entry into scholarship applications and scholarship databases
- Able to manage volumes of highly sensitive data with the utmost discretion
- Ability to problem solve and critically approach unique application situations
- Respond to parent, school, and alumni inquires via telephone and email
- Initiate outward bound communication to families, schools, and alumni via telephone and email
- Assist with scholarship database systems testing
- Other administrative and reporting tasks, as assigned

### Qualifications and Skills:

- Spanish proficiency (both written and verbal) a must
- At least 2 to 3 years work experience, preferably in the not-for-profit sector
- Strong interpersonal skills and strong written & verbal communication skills
- Ability to work both independently and collaboratively with a team
- Knowledge of MS Office, especially Word and Excel
- Familiarity with tech tools and online systems a plus

Candidates wishing to apply to the Program Assistant position should **email a short cover letter (describing their available start date and their interest in the position) and resume to [hr@scholarshipfund.org](mailto:hr@scholarshipfund.org)**.

**Application Deadline: Priority will be given to applicants who apply by Tuesday, October 15, 2024.**

**Hours: 40 hours per week**

**Salary range: \$55,000-\$60,000**

Compensation includes a benefit package of health insurance, dental insurance, 403(b) retirement plan with up to a 5% match of salary, short- and long-term disability insurance, and life insurance coverage up to two times annual salary. CSF is the sponsor of voluntary AFLAC

plans that employees can choose to contribute. CSF has a Qualified Transportation Expense plan that employees can use to pay for mass transit and parking expenses with tax-free contributions.

**This is a paid, fulltime hybrid position at the CSF office in Midtown Manhattan and from the employee's home.**

**Contact Information:**

Ms. Kristina Nrecaj

Program Director

Children's Scholarship Fund

8 W. 38th Street, Suite 804

New York, NY 10018

Email: [hr@scholarshipfund.org](mailto:hr@scholarshipfund.org)