



Administrative Coordinator *Neighborhood Partnership Program*

2024-2025

The [Neighborhood Partnership Program](#) was created as a response to the strong need for supportive programming in the Los Angeles inner-city that serves underrepresented youth of color in attaining postsecondary degrees. While we offer a variety of programs, we value a strong home base to ensure every facet of our program is successful. Therefore, the Administrative Coordinator will be responsible for assisting the NPP Director and the NPP department as a whole. Responsibilities will include helping with keeping track of data and research, administering surveys, taking meeting minutes, and more! For this school year in particular, the main focus will be supporting the NPP Director with all administrative matters.

Duties/Responsibilities:

- Oversee and manage all NPP social media accounts
- Assist in updating NPP website.
- Create and send out the NPP monthly newsletter
- Data collection and research; & administer surveys/evaluations
- Assist with NPP Student Staff hiring process
- Assist in scheduling and training NPP Student Staff
- Support in creating agendas & taking meeting minutes
- Manage Transportation, if needed
- Attend Pro Staff Meetings & Leadership Meetings
- Support with campus-wide NPP events
- Assist in putting together compliance documents and reports
- Other duties as assigned

Position Requirements/Preferences:

- **Students must have previously worked with NPP for at least 1 semester to apply.**
- Strong Organizational and Time Management Skills.
- Being an authorized driver with the college is highly preferred.
- Experience using Google Suite (Google Calendar, Docs, Sheets, etc.), Microsoft Office, & Canva.
- Familiarity with using Instagram, Twitter, Facebook, Snapchat, & TikTok - Must be comfortable with posting on social media on behalf of NPP.

Employment Period: September 2024 – May 2025

Work Schedule: M-F, 6-10 hours per week

Pay Range: \$ 17.28 per hour

Work Study: No

Supervisor: William Ruiz

To apply: <https://forms.gle/JfC8zVJcKRZ5hj8CA>