

The Reading People Capital Area Literacy Coalition

Position Overview – Administrative Assistant

The successful candidate will play a pivotal role in donor tracking, provide essential administrative support, efficiently handle financial tasks, offer general technology assistance, and collaborate with the team to streamline processes and ensure the smooth functioning of daily operations.

Hours & Compensation

The Adult Literacy Program Coordinator role is projected to require an average of 8-12 hours per week. The starting compensation for this position is \$20/hour, with bi-weekly paychecks that include income tax withholding.

Benefits

At The Reading People, we prioritize work-life balance and foster a supportive work environment that values employee well-being and recognizes the importance of time off. While this part-time position does not include traditional benefits, we offer the following time-off benefits to all our employees:

1. **Paid Holidays:** All staff members enjoy regular paid holidays, including and not limited to Memorial Day, Juneteenth, Independence Day, Labor Day, Election Day, Veterans Day, Thanksgiving, and the Holidays. These paid holidays amount to approximately three weeks of paid time off annually, with some occasions providing consecutive days off, such as around Independence Day and the end-of-year Holidays.
2. **Paid Time Off (PTO):** Year-round employees are granted 2 weeks of flexible Paid Time Off (PTO). This PTO can be requested and approved based on individual needs, ensuring flexibility in managing personal and professional commitments.

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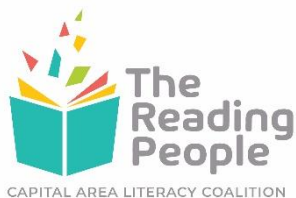
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Please note that any additional approved time off beyond the provided vacation and PTO will be unpaid.

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Introductory / Orientation Period

Upon joining The Reading People, an onboarding/orientation period will be provided to familiarize you with our organization and its mission. Regular meetings will occur to share work progress, set targets, and receive feedback and guidance.

Schedule

As a The Reading People employee, you will generally determine your weekly schedule based on the number of hours you are hired for. Your schedule is likely to remain consistent from week to week, primarily falling between 9 am and 5 pm from Monday to Thursday. In some cases, there may be programming scheduled on Tuesday evenings until 7:30 pm. Additionally, some events and activities may require occasional evening and weekend hours, and we will strive to provide as much advance notice as possible.

Flexibility is essential at The Reading People, and we encourage open communication with supervisors to accommodate your schedule around other commitments. We understand that life can be unpredictable, and we are committed to finding reasonable solutions that allow you to thrive both personally and professionally.

Preferred Skills and Experience

- **Bachelor's Degree:** A bachelor's degree in a relevant field, such as Business Administration, Education, Nonprofit Management, or a related area, is preferred.
- **Nonprofit or Office Administration:** Prior experience working in nonprofit organizations or office administration is beneficial for this role.
- **Financial Management and Analysis:** Experience in handling financial tasks such as QuickBooks, invoicing, accounting, reconciliation, and receipt management. Proficient in financial analysis and preparing reports to inform strategic decision-making with the Executive Director.
- **Technology Proficiency:** Demonstrated experience with information technology, including using Microsoft applications (Outlook, Word, Excel, Forms, Access, Teams, SharePoint), database administration, and automated data processing.

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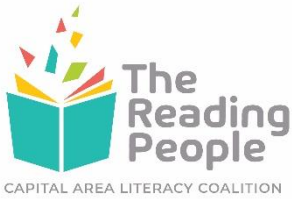
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- Collaboration and Leadership: Experience working collaboratively within a team-based environment and providing support to colleagues. Demonstrated leadership, management, and supervision skills are also desirable.
- Event Planning and Project Support: Previous involvement in event planning and providing project support is advantageous.
- Public Speaking and Training: Proficiency in delivering engaging presentations to various audiences, and experience leading training sessions and working with volunteers are beneficial for this role.
- Nonprofit Fundraising and Strategic Planning: Familiarity with nonprofit fundraising and strategic planning is advantageous.
- Cultural Sensitivity and Inclusivity: Understanding the unique needs and challenges faced by diverse populations and fostering a welcoming and inclusive environment.
- Problem-Solving and Adaptability: Demonstrated ability to handle conflicts, find constructive solutions, and adapt to changing schedules and workloads as needed.
- Strong Organizational Skills: Ability to handle multiple tasks effectively, paying attention to detail, and maintaining organizational efficiency.
- Retail Sales Tracking and Financial Oversight: Proficiency in tracking and managing retail sales at events and online stores, ensuring accurate record-keeping and financial oversight.
- Collaboration with Accountants: Demonstrated ability to work closely with an accountant, providing necessary financial data and information for auditing and financial management purposes.
- Data Collection and Reporting: Proficiency in data collection and analysis related to student progress and program outcomes.
- Effective Communication: Strong verbal and written communication skills to effectively engage with stakeholders, donors, and team members.
- Adaptability and Flexibility: Ability to adjust schedules and workloads as needed to accommodate individual and program needs.
- Event Planning: Understanding of event planning principles and logistics.

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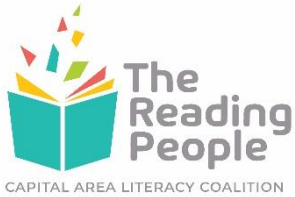
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Personal Characteristics Required

- Hardworking individual with a positive and enthusiastic attitude, demonstrating strong organizational skills, attention to detail, and the ability to handle multiple tasks effectively.
- Self-directed and independent worker, capable of taking initiative and working autonomously while keeping open communication with the supervisor for weekly check-ins and direction.
- A team player who fosters a supportive and inclusive atmosphere, complementing the staff and volunteers with kindness and respect.
- Excellent interpersonal skills, displaying empathy, compassion, and warmth when connecting with others.
- Emotionally mature, exercises sound judgment, and maintains a sense of humor.
- Demonstrates flexibility, creativity, curiosity, and adaptability, embracing new challenges with enthusiasm.
- Upholds strong ethics and brings positive energy to the workplace.
- Strong belief in the power of open and constructive communication, actively engaging in productive and supportive conversations with team members to resolve conflicts and enhance teamwork within the organization's collaborative culture.
- Ability to work collaboratively within the overall organizational structure, valuing open and productive conversations with team members and resolving conflicts constructively.

Physical and Mental Requirements

- Proficient in using computers and comfortable with telephone communication.
- Possession of a valid vehicle license for potential travel (if applicable).
- Capable of lifting up to 30-35 pounds and assisting with general maintenance tasks, such as organizing and tidying spaces.
- Ability to handle the social and emotional aspects of the job successfully, promoting a welcoming and supportive learning environment.

Position Responsibilities

Responsibilities for this position will include, but are not limited to, the following job functions:

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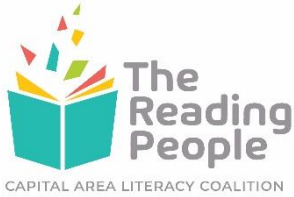
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- Financial Management and Donor Tracking:
 - Handle various financial tasks, including QuickBooks, payroll processing, invoicing, accounting, reconciliation, and receipt management.
 - Utilize our database to meticulously track donors and their contributions, ensuring accurate and up-to-date records.
 - Generate mailing lists and create personalized letters, including thank-you notes and appeals, to maintain strong donor relationships.
 - Work closely with the Executive Director to analyze financial and donor information for strategic decision-making.
 - Make deposits at the bank and assist in preparing for the annual audit.
 - Track retail sales at events and our online store, ensuring accurate record-keeping and financial oversight.
- Collaborative Financial Analysis and Reporting:
 - Collaborate with the Executive Director to prepare financial reports and data analysis for board meetings, grant applications, and organizational planning.
 - Assist in gathering information and preparing reports to support program analytics and organizational decision-making.
 - Provide necessary financial data and information to our accountant for auditing and financial management purposes.
 - Collaborate with the Executive Director to analyze financial reports and donor data to inform budgeting and fundraising strategies.
- Technology and Data Management Support:
 - Offer general technology support, including assistance with phones, internet, software, and Microsoft 365 applications.
 - Troubleshoot and address technology-related issues promptly to minimize disruptions.
 - Maintain accurate records and perform data entry to support various program and administrative activities.
- Administrative Area and Grant-Writing Support:
 - Offer support and training in administrative tasks to team members, fostering a collaborative and efficient work environment.

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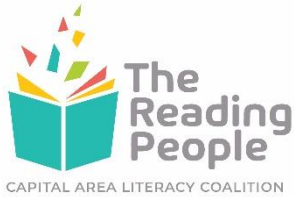
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- Contribute to grant-writing efforts, including research, proposal preparation, and application submission, as needed and interested.
- Office and Event Logistics Management:
 - Order and manage supplies to ensure a well-stocked and efficient office environment.
 - Handle postal services, including sending and receiving mail and managing mailroom responsibilities.
 - Collaborate with the broader team on event planning and project management efforts to ensure successful program execution.
- Team Meetings and Supervision:
 - Participate in staff and team meetings to contribute to organizational discussions and coordination.
 - Meet frequently with our accountant to provide necessary financial information and data.
 - Have regular check-ins with your supervisor and collaborate with the Executive Director for updates, guidance, and feedback.
- Employee Well-being and General Support:
 - Take proactive steps to ensure your emotional and physical well-being, managing workload to avoid feeling overworked and maintaining a healthy work-life balance.
 - Provide general project and administrative support as needed to contribute to the overall success of the organization, including supporting financial and donor-related tasks.

This position demands flexibility, creativity, and adaptability to meet the dynamic needs of The Reading People. Job responsibilities may be expanded or re-assigned by the Director, Assistant Director, and/or other leadership staff based on the immediate needs of the organization.

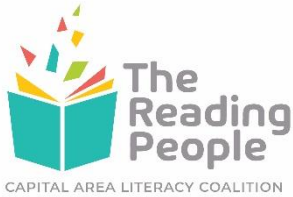
At Will Policy

The Reading People (TRP) operates as an at-will employer, which means that the employment relationship can be terminated by either you or TRP at any time, with or without notice or cause. Both you and TRP have the freedom to end the employment relationship without the need for advance notice or reason.

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Please note that while TRP is committed to providing a supportive and inclusive work environment, there may be instances where employment is terminated due to missed shifts or unacceptable behavior. However, the decision to terminate employment will be made with fairness and adherence to applicable employment laws and regulations.

We encourage open communication and collaboration in resolving any issues that may arise during your employment. If you have any questions or concerns, we encourage you to discuss them with your supervisor or the appropriate human resources personnel.

By continuing your employment with The Reading People (TRP), you acknowledge that you understand and accept the terms of this at-will employment policy.

Team Culture Support

At The Reading People, we take great pride in our commitment to maintaining an inclusive and nurturing environment for both our employees and learners. As a learning organization, we embrace a culture of growth, progress, and continuous improvement. We value the following principles and expect all team members to actively contribute to our organization's culture:

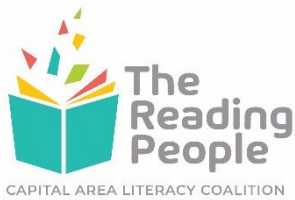
1. Consistently reflect the mission and positive work of The Reading People, both on-site and within the community. Our actions and interactions should align with our mission of empowering adult learners and promoting literacy within the community.
2. Foster a unique environment and culture that embraces diversity, equity, and inclusion. We celebrate individual differences and actively work to create an atmosphere where everyone feels welcomed, valued, and respected for who they are.
3. Collaborate with all members of The Reading People staff to cultivate a supportive, communicative, and emotionally healthy work environment. We believe in open and constructive communication, where team members feel comfortable expressing their ideas and concerns.
4. Embrace a culture of continuous learning and growth. We recognize that progress is a journey, and we encourage our employees to

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embrace learning opportunities, develop their skills, and engage in professional development to better serve our learners.

5. Resolve conflicts in a supportive and productive manner. We promote respectful dialogue and teamwork, valuing the diversity of perspectives that our team members bring.
6. Uphold our core values of integrity, empathy, compassion, and excellence in all aspects of our work. These values guide us in our interactions with learners, volunteers, and each other.
7. Strive to create an environment free from toxicity, gossip, and negativity. We believe in fostering a positive and uplifting atmosphere that enhances the well-being of all team members and supports our mission.
8. Learn from evaluations and feedback. We conduct frequent evaluations to assess what is working well and identify areas for improvement. Feedback is valued and used constructively to drive positive change and innovation.
9. Embrace a culture of accountability and learning from mistakes. We believe that errors are opportunities for growth, and we don't penalize team members for making mistakes. Instead, we encourage a culture of learning from errors and using them as stepping stones to improve and enhance our programs and services.
10. Prioritize Employee Well-being: We recognize the importance of employee well-being and work-life balance. As team members, you are expected to take proactive actions to ensure your emotional and physical health and avoid feeling overworked. The Reading People supports and values your well-being.

By embracing these principles and actively participating in our organization's culture, you contribute to making The Reading People a place where learners can thrive, and team members can find purpose and fulfillment in their work. Together, we are dedicated to creating an environment where progress is celebrated, feedback is valued, and everyone is empowered to make a positive impact.

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