

## FOR INTERNAL DISTRIBUTION

### POSITION TITLE

<b>Position</b>	<b>Administrative Associate, Operations</b>
<b>Level</b>	Professional
<b>Status</b>	Full Time
<b>Department</b>	Finance and Operations
<b>Location</b>	Norwalk, CT

**SeriousFun Children's Network, founded by Paul Newman**, is a growing global community of independently managed and financed camps and programs, which have come together with a common purpose – to provide transformative experiences to children with serious illnesses and their families, free of charge. Through our 30 camps and programs around the world, SeriousFun reaches more than 150,000 children and families annually. Learn more at [www.seriousfun.org](http://www.seriousfun.org)

**About us:** The SeriousFun Support Center is located in East Norwalk CT. Our team of 33 staff members provides support services to SeriousFun camps and partnership programs around the world to ensure program and operational excellence, create awareness for the camps worldwide, and foster the continued growth of the Network as a whole.

SeriousFun is committed to fostering and ensuring a culture and environment that values the experiences, knowledge, and voices of all those who work to carry out our mission. We are continually focused on bringing our core principles of diversity, equality, and inclusion to life by embracing individual talents and experiences and encouraging ongoing learning and understanding.

The purpose of our job posting is to provide an overview of the responsibilities and qualifications needed for this role and what it's like to work with us. If this sounds like the work you would like to do - and if we sound like a non-profit that you would like to work for - **then please apply even if you don't match 100% of the job description.**

**This position is perfect for you if:** You are seeking an entry level administrative role. This position requires an individual who is resourceful and organized, and able to communicate and work effectively at a variety of levels in companies and at SeriousFun.

#### **Position Summary**

This role provides a wide range of administrative support to various departments at the SeriousFun Support Center. As a member of the Finance & Operations team, the Administrative Associate prioritizes their work according to the day-to-day needs of the departments they support, working closely with other administrative support staff to ensure timely and accurate delivery of services.

This role will also provide support to Support Center departments on special projects as noted under Additional Responsibilities below

#### **Essential Responsibilities**

- Monitoring general organization email accounts and communicating with each department head or their respective designee to ensure timely replies to inquiries.

- Fulfilling various office management and maintenance responsibilities (incl. maintaining office supplies, upkeeping kitchen/pantry and other general use office areas, managing offsite storage unit access and inventory, monitoring, coordinating with, announcing, and receiving office visitors, other general office upkeep, etc.).
- Maintaining and keeping staff informed of camp and program contact information, distribution lists, and job postings, internally and on SeriousFun’s website.
- Supporting Development team by uploading donor acknowledgement letters to the organization’s donor management system(s).
- Supporting Medical team by scheduling, developing agendas, and following up on action items for various team meetings, as well as assisting with other related administrative duties and ad-hoc/special projects.
- Supporting Finance & Operations and other Support Center departments with various other administrative duties, as assigned.

#### **Additional Responsibilities**

- Supporting Support Center departments with specials projects as assigned.
- Other duties as assigned.

#### **Key Competencies**

**Job-Specific Skills, Knowledge and Ability:** Demonstrating the application of job-specific technical skills, general knowledge, and/or abilities to add value.

**Authority and Accountability:** Providing direction of processes, projects, programs, and people. Delegating responsibilities and decisions appropriately. Being accountable for results.

**Critical Thinking and Decision Making:** Making decisions and solving problems involving varied levels of complexity, ambiguity, and risk.

**Planning and Organizing:** Defining tasks and milestones to achieve objectives and ensuring the optimal use of resources to meet those objectives.

**Interpersonal Skills:** Building and maintaining productive work relationships, collaborating with others to achieve common goals, listening and communicating in a way that is inclusive, respectful, and supportive of others.

**Adaptability:** Adjusting one’s own behavior to work efficiently and effectively in light of new information, changing situations, and/or different environments.

**Leadership:** Setting a positive example, encouraging and supporting collaboration and teamwork, exhibiting humility, helping others achieve success, and being honest and trustworthy.

#### **Minimum Qualifications**

- Education: High School Diploma or GED
- Years of Relevant Work Experience: 0-2 years
- Proven skills in:
  - Microsoft Office suite and various videoconferencing applications
  - Professional correspondence
  - Administrative management
  - Workload prioritization and fulfillment

**Company Culture, Perks, and Benefits** – please read **Our Philosophies** [here](#) to get a sense of what’s important to us.

- Fun, respectful, and collaborative environment.
- Professional Development opportunities (online and company-facilitated offerings).
- Respect for your non-working time (in Eastern Standard Time) unless under special circumstances, we limit contacting staff on evenings and weekends.
- 30+ for you to enjoy as you see fit, including vacation days, holidays, and opportunities to volunteer at a SeriousFun camp.
- Paid time off for family, medical, and civic service needs.

- Company-sponsored retirement 403b plan after one year of continued service.
- New office located in a fully renovated mixed-used building with great onsite (free) amenities.
- Steps away from the East Norwalk train station.

*Benefits are subject to change.*

*Compensation is commensurate with experience and relevant labor market comparisons.*

*To apply for this position, please submit your resume, and cover letter and complete an application here:*

<https://form.jotform.com/humanresources620/adminapplication>