



**Organizational Summary:** The Emily Krzyzewski Center is a non-profit organization that serves as a college access hub in Durham, North Carolina, propelling academically-focused, low-income K-12 students and graduates toward success in college through its *K to College* programs while also offering college information and advising support to any local high school student through the *Game Plan: College* program. Through broader facility partnerships, thousands of additional students and community members use the Center as a place to convene, learn, and grow. Founded by Duke Men's Basketball Coach Mike Krzyzewski and named in honor of his mother Emily, the Center's mission is to inspire students to dream big, act with character and purpose, and reach their potential as leaders in the community.

**Job Title: Office Assistant**

**Required Experience and Qualifications:**

1. One year of post-secondary education
2. Willingness to be trained and execute facility safety, emergency and crisis intervention procedures
3. Excellent interpersonal, oral, and written communication skills
4. Experience with Microsoft Office (Word, Excel) and Google Suite (docs, sheets, forms)
5. Lifting and other physical activity for set-up of tables, chairs, gym equipment and other medium weight objects
6. Excellent attention to detail and accuracy
7. Ability to multitask in a fast-paced environment, with minimal supervision
8. Evidence of commitment to serving low-income students, families, and community nonprofits effectively
9. Willingness to complete professional development and training activities as necessary
10. Clear background and reference checks

**Preferred Experience and Qualifications:**

1. Bilingual English/Spanish fluency
2. Experience in safety and security procedures, prior CPR/First Aid training
3. Administrative, office, customer service experience

**Job goal:** Reporting to the Office and Partnership Manager, the Office Assistant will be responsible for managing the front desk and other entrances to the Center, providing a secure and welcoming environment for participants, staff, and visitors and ensuring the lockup and safety of the facility. The Office Assistant will also assist in executing special projects such as building and event set-up as well as office and program support tasks as assigned.

**Primary Responsibility Areas:**

Front Desk Management: Serve as the first point of contact for all students, families, and visitors at the front desk, welcoming them and ensuring that all safety and sign-in procedures are being followed. Answer all phone calls and respond or re-direct calls to provide appropriate information. Responsibilities also include monitoring the parking lot and directing students and visitors as needed.

Facility set-up and lockdown: Assist in set-up for events and programs. This may include setting up bleachers, opening gym walls, setting up scoreboards, and moving tables, chairs or other equipment. Ensure end of day lockdown of the building including locking doors, turning off lights, setting alarm, and when needed, escorting other staff to their cars. Maintain tidiness of front desk, kitchen, workroom and common areas.

Emergency Support: Assist in regular emergency drill procedures. Provide basic first aid for minor injuries. Manage emergency situations using crisis intervention strategies or by initiating emergency procedures. Complete incident reports as needed.

Administrative Support: Complete administrative projects as directed. These assignments may include ordering or organizing supplies/equipment, inventory, data entry, filing, and mailing support. Discretely handle confidential documents including grade reports, test scores, and program applications.

**Terms of Employment:** This part-time, hourly position is temp-to-hire, with the potential to convert to permanent employment 90 days from the start date. Depending on availability, the position may be filled by one employee at 20-29 hours per week or two at 10-20 hours per week. Typical school-year schedule is 2:30-8:30 p.m. Monday-Thursday and 2:00-6:00 p.m. on Friday. May require some Saturday and non-traditional hours. Summer hours may vary depending upon facility needs, but typically include morning and early afternoon hours, between 9:00 am and 4:00 pm, and occasional evenings.

**Pay:** \$13-15/hour (commensurate with experience)

**To apply:** Submit one document with your cover letter and resume electronically to Catrina Lloyd at [jobs@emilyk.org](mailto:jobs@emilyk.org) with position title in subject line. Priority will be given to applications received by May 15, 2019. Applications will be reviewed on a rolling basis until the position is filled. Please note that only candidates selected for an interview will be contacted.