

# TheChildren'sAgenda

Smart Choices. Bold Voices.

## ROC the Future Administrative/Grants Assistant Job Description

**Position Title:** Administrative/Grants Assistant

**Position:** Full-time, exempt

**Reports to:** ROC the Future Director

**Compensation:** \$35,000 – \$40,000, commensurate with experience. Generous benefits include health, dental, paid time off, retirement with organizational match, and flexible workplace.

**About the Children's Agenda:** The Children's Agenda (TCA) advocates for effective policies and drives evidence-based solutions for the health, education and success of children. We are especially committed to children who are vulnerable because of poverty, racism, health disparities and trauma. TCA provides backbone organizational support for ROC the Future.

**About ROC the Future:** ROC the Future (RTF) is a collaborative, community-wide initiative dedicated to ensuring that all children receive the opportunities and support they need—from birth to career—to succeed in school and throughout life. ROC the Future is part of the nationally recognized framework, [StriveTogether](#), dedicated to building strong civic infrastructure that supports improvement in student outcomes through collective impact. More at <http://rocthefuture.org/>

**POSITION OVERVIEW:** The Administrative/Grants Assistant will work closely with the RTF Alliance Director to provide high-level administrative and financial maintenance support, as well as critical communications to key leader partners and stakeholders in the community.

### **Provide administrative support for RTF Director and the RTF Backbone team:**

- Manage Calendars/Timelines/Schedules/Meeting requests for RTF Director
- Serve as the administrative liaison to RTF Convener's and Executive Committee, as well as Ad-hoc teams/committees (i.e. Strategic Planning). Prepare and send out meeting reminders and materials, take minutes and circulate agendas.
- Prepare and set up for meetings, copy meeting materials, coordinate catering, AV needs.
- Provide support for scheduling Outcome Team and Strategy Team Meetings
- Organize travel (includes conferences, statewide meetings, planes, trains, and automobiles) for RTF staff.
- Handle expenditures and receipts (general and travel) for RTF Director and backbone staff for reimbursement.
- Written Correspondence (paper and email)
- File Maintenance & Archiving of RTF Director/Leadership efforts (paper and electronic)
- Staff/HR Functions not covered by TCA (scheduling of backbone activities; meeting agendas; administrative actions tied to performance measures, action items, PD, etc.)
- Grant development associated functions (editing, portal maintenance, reporting as needed, seeking, etc.)
- Convener Level Communications (Backbone happenings; Current/Planned Events; CMS's; etc.)
- Coordination of administrative functions with TCA Administrative Assistant (ordering supplies, covering lunch breaks, etc.)
- Other duties as assigned.

**Experience & Skills:** Minimum of five (5) years prior administrative experience, including at least two(2) years working in support of mid-to high-level management. Must possess experience in accounts receivables and the ability to reconcile and maintain a working budget. Must work well in a team, and independently with minimal supervision. Extremely organized with great attention to detail and excellent grammar skills. Ability to anticipate needs and possess a high degree of initiative to begin action independently, and take responsibility for follow through on actions.

PLEASE SEND RESUMES & COVER LETTERS (NO CALLS PLEASE) TO:  
Michelle Yale, [michelle@thechildrensagenda.org](mailto:michelle@thechildrensagenda.org), 1 S. Washington St., Ste. 120, Rochester, NY 14614.

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