



Position Announcement
Program Assistant
Collaborative for Academic, Social, and Emotional Learning (CASEL)

Organizational Summary: CASEL is a 501(c) (3) not-for-profit organization that works to advance the science and evidence-based practice of social and emotional learning (SEL) in order to promote children's success in school and life. SEL is a process for helping children and even adults develop the fundamental skills for life effectiveness, teaching the skills we all need to handle ourselves, our relationships, and our work, effectively and ethically. These skills include recognizing and managing emotions, developing caring and concern for others, establishing positive relationships, making responsible decisions, and handling challenging situations constructively and ethically. CASEL's priorities focus on the benefits of PreK-12 SEL programming; how SEL coordinates with other educational movements; research and training in SEL implementation; assessment; school and district leadership development; educational policies; and communications. CASEL was founded in 1994 by a group of educators, researchers and activists, including Daniel Goleman, the author of *Emotional Intelligence*, and educator/philanthropist Eileen Rockefeller Growald.

Through significant multi-year funding from one of the country's leading philanthropists, CASEL is currently engaged in infrastructure and capacity building to support its long-term strategic goals to 1) advance the science of social and emotional learning, 2) expand integrated, evidence-based SEL practice and 3) strengthen the field and impact of SEL.

Position Description: The Program Assistant is responsible for a broad range of administrative and training support for the CASEL Program Department.

Reports to: Director of Program

Qualifications:

1. Bachelor's degree preferred or equivalent work experience.
2. Administrative and program coordination experience, preferably in an educational and/or non-profit setting.
3. Demonstrated experience with Microsoft Office Suite including Word, Excel, Outlook and PowerPoint.
4. Outstanding written and verbal communication skills; excellent editing skills.
5. Excellent organizational skills, able to handle a variety of job responsibilities and organize/prioritize work well.
6. Detail oriented with strong organizational and analytical skills,
7. Proven ability to meet deadlines/successful completion of deliverables.

8. Professional demeanor, flexibility, diplomacy and a positive attitude are key, in a time-sensitive environment.
9. Ability to model social and emotional competence and ethical behavior.

Primary Functions:

1. Serve as CASEL Program registrar and events coordinator. Market training workshops, respond to customer needs, and coordinate CASEL training and technical assistance.
2. Provide administrative support for all departmental program functions, including training and technical assistance provided by CASEL staff and consultants. Serve as offsite logistics coordinator.
3. Maintain the CASEL program database (updates, revisions and deletions) ensuring that information is forwarded to staff.
4. Collect, compile and analyze data which will be used to maintain mailing lists, develop reports, and develop program archives.
5. Provide administrative coordination and support for training, meetings, teleconferences, or web-based seminars.
6. Prepare program materials, including ordering publications and training materials as needed.
7. Develop and maintain program electronic and print files to ensure the smooth flow of information and record keeping.

Compensation: Competitive salary, vacation and benefits package. CASEL is an equal opportunity employer.

To Apply: No telephone calls, please. Please e-mail search@casel.org with the following information:

- Cover letter with salary requirements
- Resume
- Names and contact information for three professional references