



## Program & Administrative Support Specialist (1099 Contractor)

### Organization Overview

Triple J Family Foundation is a nonprofit organization focused on expanding access to education, career exploration, and financial independence opportunities for students and individuals in our communities. Through scholarships, career assessment programs, school and community partnerships, and targeted outreach efforts, the Foundation supports individuals as they identify clear pathways to higher education, meaningful careers, and long-term personal growth.

Triple J Family Foundation operates with a strong emphasis on stewardship, organization, and thoughtful execution. We value clear communication, well-designed processes, and reliable follow-through so that our programs are delivered with care and consistency. As a growing organization, we prioritize building practical systems and workflows that support efficiency while maintaining a personal, student-centered approach in all that we do.

### Position Overview

The Administrative & Program Support Specialist is a project-based contractor role that provides essential administrative, scholarship, and communication support for the Triple J Family Foundation. This position works closely with the Executive Director to complete assigned projects, support program workflows, and help ensure that Foundation activities are organized, accurate, and completed on time.

This role is ideal for a highly organized, detail-oriented professional who enjoys supporting mission-driven work behind the scenes and takes pride in producing polished, well-prepared materials. While the tasks themselves are straightforward, the Specialist is expected to work independently, manage multiple small projects at once, and identify opportunities to improve organization, consistency, and efficiency as projects evolve.

The Administrative & Program Support Specialist will coordinate regularly with the Executive Director for assignment clarification, priorities, and deadlines, while maintaining flexibility to complete work on their own schedule. This role plays an important part in supporting scholarship cycles, communications, and ongoing administrative needs, helping ensure a positive and professional experience for students, partners, donors, and leadership.

### Job Description: Administrative & Program Support Specialist

The Administrative & Program Support Specialist provides project based administrative, scholarship, and communication support for the Triple J Family Foundation. The Specialist coordinates with the Executive Director for assignment updates, project clarification, and delivery of completed work.

#### *Project Based Support Assignments*

Specific assignments will vary throughout the year and may include:

- Proofreading, formatting, and preparing documents, correspondence, and project materials
- Organizing scholarship applications and related information, preparing applicant summaries, and coordinating finalist interviews when needed
- Preparing mailings, packets, checklists, templates, and simple program documents

- Assisting with seasonal communications and outreach efforts, including basic social media posts, simple Canva graphics, and donor thank-you messages
- Maintaining organized project files in shared folders and supporting general project tasks as assigned
- Participating in weekly coordination meetings (phone, virtual, or in-person) with the Executive Director to review project status, upcoming assignments, and timelines

The Specialist may complete assignments on their own schedule provided deadlines and quality expectations are met.

### *Skills & Qualifications Required*

- Strong proofreading, writing, and document-preparation abilities
- Excellent organizational skills with a high level of attention to detail
- Proven ability to manage multiple small projects and meet deadlines
- Professional communication skills, including clear and timely interaction by phone, email and virtual meetings
- Proficiency with office software, including Google Workspace, Microsoft Office, and basic CRM systems
- Basic to intermediate experience creating simple graphics, forms, or templates in Canva
- Ability to work independently and manage tasks without daily oversight
- Ability to handle confidential student and donor information with discretion
- Reliable internet access and a suitable remote workspace
- Reliable transportation for in-person project needs

### *Work Environment & Resources*

Triple J has a virtual office and requires the position to do most tasks from a home/virtual office. Occasional travel or onsite support may be needed. Approved expenses including mileage will be reimbursed.

Triple J will provide a secure, Foundation owned laptop for handling confidential student and donor information. The Specialist agrees to maintain the devices' security and use it solely for Foundation purposes.

This engagement is part time and estimated at 15-20 hours a month (approximately 3-5 hours per week), with additional hours possible during scholarship season or campaign periods.

### *Compensation*

This position is a 1099 independent contractor engagement and is compensated on an hourly basis.

The hourly rate for this role is \$25 per hour, based on experience and scope of work. Contractors will invoice monthly for approved hours worked and will be paid according to agreed-upon terms.

This engagement does not include employee benefits. The contractor is responsible for all applicable taxes.