



Breakthrough Austin

Summer Office Manager

HIRE DATE: June 1, 2009

Breakthrough Austin seeks a talented and enthusiastic office manager who will provide full-time coverage for a busy summer school at the University of Texas that serves 140 7th-9th grade students. This position is temporary and full-time.

Breakthrough provides a path from middle school to college for students who will become first-generation college graduates. Founded in 2002, Breakthrough Austin annually admits 45 sixth graders and makes a six-year commitment to their success in school. The program includes summer sessions at the University of Texas, school year support and advocacy, and comprehensive college counseling. The program currently serves over 240 students and the first class of students started their first year of college in 2008.

Principal duties and responsibilities

- Manage Breakthrough's busy summer school office (greeting visitors, answering/routing phone calls, etc.)
- Solve routine problems
- Coordinate and complete clerical tasks (word processing, filing, organizing materials, etc.)
- Communicate well verbally and in writing with parents, students, teachers and volunteers
- Coach and supervise student and adult volunteers
- Enter information into a database and prepare reports
- Support special projects/events as needed
- Work under the direction and supervision of the Director of Operations and Summer Directors
- Act as the Development Team Liaison
- Assist with creation and distribution of the staff summer newsletter

Qualifications

- Spanish bilingual highly preferred
- Strong commitment to the mission and values of the organization
- Current student or Bachelors' degree from an accredited four-year university
- Excellent verbal, written and visual communication skills
- Excellent customer service skills
- Ability to absorb new information quickly
- Highly organized with the ability to multi-task and deliver commitments in a timely manner
- Talent for generating sensible, practical solutions to problems
- Ability to work with and motivate a broad spectrum of people (ethnic, socioeconomic, educational, professional, and generational); ability to advocate effectively while maintaining positive working relationships
- Willingness and ability to take initiative as appropriate
- Ability to work both collaboratively as part of a team effort and independently with minimal supervision
- Strong desire to learn and grow professionally
- Disciplined, strong work ethic
- Savvy with technology and expertise in MS Word, PowerPoint, and Excel

Hours, Location & Compensation

- Breakthrough is a fast-paced, needs-responsive environment.
 - 7:30 a.m. to 4:00 p.m. Monday-Friday, from June 1 to August 8.
 - University of Texas at Austin, with some traveling to main Breakthrough office at 1605A East 7th Street.
- Competitive salary, depending on qualifications and experience

TO APPLY: Please submit resume, a cover letter describing your interest and qualifications for the position, salary requirements, and a list of three references via e-mail to openings@breakthroughaustin.org.