**Job Title:** Administrative Assistant - Saturday STEAM Enrichment Program

**About Us:**

We are an innovative educational organization offering exciting S.T.T.E.A.M.ed (Science, Technology, Engineering, Arts, and Mathematics) enrichment programs for K-12 students. Our Saturday program provides hands-on, engaging learning experiences in S.T.T.E.A.M. fields.

**Position Overview:**

We are seeking a detail-oriented and enthusiastic Administrative Assistant to support our Saturday S.T.T.E.A.M.ed Enrichment Program. This part-time position is crucial for ensuring smooth program operations and excellent communication with participants and their families.

**Schedule:**

Saturdays, 9:300 AM - 2:30 PM

**Key Responsibilities:**

**1. Program Support:**

- Assist with student check-in and check-out procedures

- Prepare and organize materials for STEAM activities

- Maintain a clean and safe learning environment

**2. Communication:**

- Serve as the first point of contact for parents and students

- Respond to inquiries about the program via phone and email

- Relay important information between instructors and families

**3. Administrative Tasks:**

- Manage student registration and attendance records

- Assist in organizing and filing program documentation

- Support basic bookkeeping tasks related to program fees

**4. Technology:**

- Utilize computer systems for data entry and record-keeping

- Assist with setting up and troubleshooting basic technology for STEAM activities

**5. General Assistance:**

- Provide support to instructors as needed

- Help coordinate snack time and breaks

- Assist with special events or demonstrations

**Qualifications:**

- High school diploma required; some college education preferred

- Excellent organizational and time-management skills

- Strong communication skills, both verbal and written

- Proficiency in Microsoft Office Suite (Word, Excel, PowerPoint)

- Experience working with children in an educational setting (preferred)

- Basic understanding of STEAM concepts (preferred)

- Ability to work independently and as part of a team

- Friendly, patient, and professional demeanor

**Additional Requirements:**

- Must be available to work every Saturday from 9:30 AM to 2:30 PM

- Occasional flexibility for special events or program meetings may be required

- Background check and fingerprinting required

**Benefits:**

- Competitive hourly rate

- Opportunity for professional development in STEAM education

- Engaging and dynamic work environment

**To Apply:**

Please submit your resume and a brief cover letter explaining your interest in this position to [s.t.t.e.a.m.edinfo@gmail.com](mailto:s.t.t.e.a.m.edinfo@gmail.com). Include "Saturday Administrative Assistant Application" in the subject line.

We are an equal opportunity employer committed to building a diverse and inclusive team that represents the students we serve.