



Youth-led change for a healthy future

Position Title: Administrative and Evaluation Assistant

Reports to: Chief of Staff

Organization Overview:

The Sylvia Center's (TSC) mission is to teach young people about the connection between food and health through nutrition-focused, culinary-based programming. It helps children and teens take control of their health through better food choices and encourages them to be healthy food advocates in their communities.

The Sylvia Center works in under-resourced neighborhoods, engaging students from 4-24 years-old and families. TSC partners with community-based organizations, schools, and local businesses in all five boroughs of New York City, the Hudson Valley, and the Capitol region. A 501(c)3 nonprofit organization, TSC has a full-time staff of eight and a part-time staff of about 30 with an operating budget of approximately \$1.5 million. Since its founding in 2007, TSC has served more than 38,000 participants.

Job Overview:

The Sylvia Center is creating a new role for a Data and Evaluation Assistant who will assist in designing data systems and implementing data tracking and evaluation to help the organization achieve its goals. Additionally, the Data and Evaluation Assistant will support the Finance and Administration functions of The Sylvia Center by liaising with and supporting its external vendors supporting those function areas. The ideal candidate will have strong attention to detail and time management skills, research and data evaluation management expertise, and be comfortable working with numbers and spreadsheets. TSC is creating this role to support its planned growth and stated priorities of increasing its efficiency by enhancing its processes and systems and its ability to demonstrate its impact through evaluation.

We are a diverse group of food loving individuals who proudly support our mission of healthy food education. By joining our team, you will get:

1. An organization that believes and invests in employee growth, development, and success. More than 70% of staff have been promoted to the next level of responsibility at our organization.
2. A generous time off package, including 15 vacation and 5 personal days, 11 holidays, sick leave, and a paid week off at the end of the calendar year.
3. Employee healthcare benefits with 80% employer contribution.
4. Free staff lunch when on-site at the Bronx office.
5. Opportunity to travel within New York City and to our farm in the Hudson Valley.

Responsibilities:

Data and Evaluation:

- Oversees data management for all areas of the organization, working in collaboration with Development and Program departments.

- With the Development department, build out a system for tracking revenues and expenses, including income and event information as well as pipeline prospects in all sectors.
- With the Programs department, build out a system for tracking programmatic data and impact. Collect program evaluation data regularly, including classroom observations, and analyze results to ensure program quality.

Finance:

- Assists with preparing accurate monthly financial documents, annual audit materials, and budgets and contracts for program and organizational partnerships on an ongoing basis.
- Executes accurate biweekly payroll for full- and part-time staff and expense payments.

People and Culture:

- Assist with the onboarding process for TSC that allows the organization to attract and integrate top talent to the team.
- Help implement best-in-class professional development and employee feedback program to support team members.
- Support the creation and implementation of a Diversity, Equity, and Inclusion plan that reflects TSC's values.
- Ensure organizational policies compliant with all current NYC and NYS laws and faithfully implemented.

Administrative:

- Point person for external vendors, which may include, but not limited to, finance, audit, IT, and CRM (Salesforce).
- Manages the smooth functioning of the office's physical plant, including liaising with the landlord and maintaining the organization's technology including, as applicable, computers, copiers/printers, phones, etc.
- Other duties as assigned.

Qualifications and Skills:

- 1-3 years of work experience in data analysis/evaluation and/or finance and administration
- Experience with Salesforce CRM/database management
- Strong verbal and written communications skills
- Strong analytical and research skills
- Proficient in Microsoft Office, including Excel and PowerPoint, and Google Workspace for business, including Google Slides and Sheets

You should apply to this position if you are:

- Energized by working collaboratively with a small team
- A professional with a keen attention to detail and exceptional organizational and problem-solving skills
- A lifelong learner who considers new tasks growth opportunities
- Flexible, open-minded, and a highly engaged team player
- Able to manage multiple projects simultaneously and consistently meet deadlines
- Discrete with sensitive material
- Able to work a few evenings and weekends as necessary to get the job done

- Passionate about food education, food justice, and food access

Compensation and Work Hours/Location:

The Sylvia Center offers competitive wages. This is an Exempt, full-year salaried position offering \$58,500.

This position is a hybrid work role with two days per week in the organization's Bronx office. Business hours are flexible, but are generally 9am-5pm Monday-Friday. Occasional evening and weekend work is required to support organizational events. Ability to travel between offices and program sites may be requested from time to time.

To Apply:

Candidates should email their resume and a cover letter to The Sylvia Center info@sylviacenter.org. Please include the position title and your last name in the email subject line.

The Sylvia Center is an equal employment opportunity employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex (including pregnancy, gender identity and sexual orientation), national origin, caste, tribe, age (40 or older), disability status, protected veteran status or any other characteristic protected by law. Individuals must be vaccinated against Covid-19 to work at TSC sites.