



3104 Jenkins Nanovic Hall, Department of Economics, University of Notre Dame, Notre Dame, IN 46556
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LEO Program Assistant

Job Description

Updated: May 2019

*LEO is looking for a proactive, detail-oriented team player who desires to be a part of solving one of the most critical issues our nation faces today--poverty. The **Program Assistant** will be responsible for administrative support, event management, recruiting and hiring support, calendar management, and materials and mailings.*

Who we are:

The Wilson Sheehan Lab for Economic Opportunities (LEO) is a research center at the University of Notre Dame dedicated to reducing poverty and improving lives in the United States through evidence-based programs and policies.

Who we need:

We are looking for someone who wants to change the face of poverty in our country and believes that impacting poverty is possible. ***The Program Assistant's top priorities will be:***

- **Administrative support:** Provide essential administrative support to LEO's Associate Director of Administration and other members of LEO's leadership team to ensure efficiency in our office. For example, coordinate and book travel, prepare expense reports, and order and organize office supplies.
- **Event management:** Coordinate logistics for all LEO events, for example, LEO Board meetings, donor-focused events, and partnership-building events. Proactively manage details regarding scheduling, venue, food, AV, travel, lodging, and materials.
- **Recruiting and hiring support:** Provide key administrative support for LEO's recruiting and hiring efforts. Schedule interviews, coordinate campus visits, organize career fair representation, and coordinate onboarding logistics for all new employees.
- **Calendar management:** Manage calendars of LEO's Associate Director of Administration and LEO's Managing Director. Schedule meetings with internal and external partners. Coordinate meeting space and remote connection, as applicable.
- **Materials and mailings:** Support administrative needs related to LEO's materials and mailings, to be shared with supporters and partners. Make revisions and updates to documents, including minimal design work in InDesign and Photo Shop. Print, copy, and assemble materials for internal and external distribution. Maintain and update LEO contact list for print and electronic mailings.

Qualifications

Required:

- A deep commitment to the mission of both LEO and the University is necessary.
- Associate's degree



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- Two or more years of work experience required
- Proficient in Microsoft suite and Google applications (Google Calendar, Google Drive, Google Sheets, Google Docs).
- Ability to learn web design.
- Ability to learn online project management system used by LEO.
- Highly organized with ability to juggle multiple demands simultaneously
- Strong written and oral communication skills
- Self-directed, with willingness to take initiative

Preferred:

- Experience working within a University setting is preferred
- Experience providing administrative support to a dynamic team is preferred
- Proven resourcefulness and independence
- Ability to work on and with a dynamic team

This position will be based at the University of Notre Dame. For more information about LEO, please visit leo.nd.edu . Apply for this position at this link: <http://jobs.nd.edu/postings/16340>.

About LEO:

Founded as a research center in the Department of Economics at the University of Notre Dame just six years ago, LEO has quickly risen to prominence as a leader in evidence-based interventions against poverty. Since our founding six years ago, LEO has:

- Attracted over \$25 million in endowed gifts in support of our mission.
- Secured research funding from private foundations and government sources.
- Launched 25 active projects, with dozens more in the project pipeline.
- Published in leading peer-reviewed journals.
- Grown to eleven full-time employees.
- Forged partnerships with some of the most innovative providers of services to people living in poverty across the country.
- Developed an extensive nationwide network of faculty affiliates.

In the next five years, we plan to grow significantly: doubling our project portfolio and continuing to strengthen LEO's reputation as the gold standard of research in this area.