



Colleges of The Fenway (COF) Student Worker Work-Study Position

The COF student worker will provide direct support and assistance to the Program Assistant, Director of Programs and Communications, and the Executive Director of the Colleges of the Fenway. The student worker will also provide program support for all Colleges of the Fenway staff members as needed.

Salary: \$11.00/hour

Responsibilities:

Assist with various office projects and day-to-day operations

- Serving as first point of contact in central office
- Updating social media accounts, website, and mobile app
- Answering phone and monitoring emails
- Organizing electronic and paper filing
- Couriering materials to colleges on a daily/weekly basis
- Assist with monthly credit card reconciliation
- Editing publications, office notes, updating contact lists
- Organizing/ordering office supplies
- Preparing materials for events
- Assisting with marketing and promotional efforts for events
- Online research to support programs and events
- Supporting the Program Assistant with other tasks as requested
- Attending events as needed

The ideal candidate:

- Available 12-20 hours (with occasional evening and weekend availability) Hours are negotiable.
- Excellent organizational skills
- Excellent writing, communication, and interpersonal skills
- Outgoing and personable
- Professional phone manner
- Proficient in Microsoft Office (Word, Excel, Powerpoint)
- Familiarity with social media applications and WordPress preferred or a willingness to learn

Please submit a cover letter and a resume to: Annabelle Bozin, Program Assistant at abozin@colleges-fenway.org