

Stoneleigh Foundation Employment Opportunity

ADMINISTRATIVE ASSISTANT (PART-TIME)

Organization Overview

Stoneleigh Foundation is a private operating foundation dedicated to improving outcomes for children and youth in the Greater Philadelphia region. We provide Fellowships to individuals engaged in research, policy, and practice focused on young people involved in the child welfare, youth justice systems, and other youth-serving systems. We elevate the work of our Fellows by offering opportunities to share their research and insights locally and nationally, while also supporting this growing community of leaders through mentoring, convenings, and other network activities that amplify their impact.

Stoneleigh Foundation is an equal opportunity employer and values diversity in all its forms.

Title

Administrative Assistant

Location

Philadelphia – Hybrid

Position Overview

The part-time Administrative Assistant provides essential support for the Foundation's operations and administrative functions, including benefits administration, accounts payable support, office supply coordination, filing, reception, and information systems maintenance.

Working in a small office environment, the Administrative Assistant reports to the Director of Administration and works closely with the Executive Director and program staff. This is a part-time position with an initial six-month appointment with the potential to become a regular ongoing role based on performance and the Foundation's needs.

We seek an individual who is organized, resourceful, collaborative, and able to work independently. The ideal candidate brings a positive attitude, a sense of humor, generosity of ideas, and willingness to contribute to the success of the Foundation.

Main responsibilities include:

1. Administrative Duties and Coordination

- Schedule and support meetings and events.
- Support daily office operations, including monitoring the Foundation's general phone and email accounts and serving as a point of contact for building management and facilities/equipment needs.
- Maintain organized paper and electronic files and support file retention and disposal processes in accordance with the Foundation's policies.
- Maintain office supply inventory, coordinate staff supply requests, and communicate purchasing needs to the Director of Administration.
- Coordinate with vendors and service providers for office supplies, catering, and other operational needs.

2. Benefits Management

- Coordinate with benefits provider to support employee enrollment, changes, and

billing processes.

- Work with accountant and payroll provider to support bi-weekly payroll processing and ensure timely submission of required information.
- Maintain and update employee information in the HR system.

3. Accounting Support

- Support the Director of Administration in coordinating with program officers to process grant and consultant payments, including Fellow reimbursement requests.
- Assist with reviewing staff expenses, grant financial reports, and payment requests for completeness and accuracy.
- Maintain organized documentation related to invoices, disbursements, tax payments, and other financial records.
- Assist in preparing monthly reports on program budgets and proposed expenses.
- Support annual audit preparation by compiling requested documents and materials.

4. IT support

- Assist with administration and maintenance of the Foundation's office information systems.
- Serve as point of contact for IT and information systems providers, coordinating support requests and services as needed.
- Provide first-level support to staff for routine IT-related issues.

Qualifications

- Solid knowledge of office and administrative procedures, with strong computer skills in Word, Excel, and PowerPoint, and working knowledge of QuickBooks.
- Excellent verbal and written communication skills, with ability to work independently and collaboratively.
- Proactive, organized, and able to handle confidential information with discretion.
- Strong relationship-building skills with demonstrated follow-up and follow-through.
- Ability to prioritize, manage multiple tasks and work with minimal supervision.
- Comfortable using standard office equipment and supporting the management of office information systems.
- College degree preferred, with 3 - 5 years of administrative experience, including supporting financial and/or operational functions.
- Experience with a non-profit organization or foundation is an advantage.

Employment Detail, Schedule, and Compensation

This is a part-time, hourly, FLSA non-exempt position requiring 20–30 hours per week. The Administrative Assistant is expected to work on-site at the Stoneleigh offices at least two days per week. Hours are flexible within the Foundation's office schedule of 9:00 a.m. to 5:00 p.m.

The position offers a competitive hourly rate of \$30–\$40, depending on experience and skills.

How to Apply

Please send resume and cover letter to info@stoneleighfoundation.org, and indicate "Administrative Assistant Application" in the subject line. The position will remain open until filled.