

Family Assistant (Maternity Leave Coverage) - Position Overview

Ideal for:

- Graduate students,
- Those with background in education, social work, or non-profits,
- Those with prior experience as a personal assistant or office manager.
- Recent grads looking for work while pursuing a career in the arts or applying to grad school.

- Terms:** Full-Time Salaried (\$55,000–\$70,000+ per year)
Competitive compensation comprised of salary + completion bonus, dependent on prior experience, job performance, and length of employment
- Start Date:** July or August 2019
- Duration:** Minimum 5 months – August-Dec 2019 for maternity leave coverage for Chief of Staff/House Manager.
- Schedule:** General weekday business hours with flexibility for occasional evenings/weekends. 45 hours per week. Monday-Friday 9:30am-6:30PM.

The Family Assistant role offers a unique opportunity for individuals interested in working with teens and developing a wide range of professional skills. The role includes working with the family's three children (middle school, high school, and college aged), as well as managing household staff and personal assistant tasks to the president of a nonprofit foundation. The Family Assistant will be employed privately by the family and based out of their Midtown Manhattan apartment.

Role and Responsibilities (include, but are not limited to):

- **Organizational duties:**
 - Oversee and maintain household bills, invoice records, and health insurance filings
 - Schedule personal appointments for parents and children (e.g. doctors' visits, dinners, social events, etc.)
 - Answer household phone; receive packages
 - Oversee household maintenance and repairs
 - Help maintain household supplies
 - Support employer in managing household staff (including caregivers, nurses, physical therapists, housekeepers and drivers)
 - Ensure office equipment and household technology are in good working order
 - Assist with entertaining and event planning, ranging from formal fundraisers to birthday parties for the kids
- **Organizational Support for Children**
 - Manage schedules for children (e.g. afterschool activities, tutors, summer camps, appointments, social engagements, etc.)
 - Coordinate with driver and caregivers to take children to and from afterschool activities and appointments

- **Travel:**
 - Assist in coordinating domestic and international travel plans for the family

Requirements:

- Time commitment: 5 months minimum
- Minimum BA or BS degree
- Minimum 3 years prior work experience
- Prior experience working in an office environment
- Ability to multi-task and work as a team
- Hard working, organized, and detail oriented
- Excellent spoken and written English skills
- Interest in and experience working with teens (references needed)
- Proficiency with Microsoft Office, especially Microsoft Outlook
- Comfort with everyday technology such as iPhones/iPads, A/V equipment, etc.
- US Citizen or authorized to work in the US
- Non-smoker

****Applicants who do not meet the above requirements will not be considered.**

Strongly prefer:

- Additional software and technology skills such as Adobe Photoshop
- Prior experience working in a home setting
- Candidates from teaching/education, nonprofit or social work fields encouraged to apply

How to apply:

Send the following materials to Lgaetjens@aktcps.com:

- 1) Resume
- 2) Cover letter with explanation of applicable experiences and skills
- 3) Transcripts (PDF file) of college and graduate school course work, if applicable. Unofficial or web versions are acceptable for initial application.
- 4) Three references (combination of office-type jobs and work with children/teens) with titles and affiliations of references. We will not contact references without your permission