



Children's Scholarship Fund

New Hampshire

NH Administrative & Compliance Specialist

Location: Children's Scholarship Fund New Hampshire, Concord, NH

Employee Type: Full time, Entry Level

This position reports to: NH Executive Director

The **Administrative & Compliance Specialist** participates in the execution of CSF NH's programs to ensure the efficient and compliant delivery of mission-related services.

The responsibilities include taking the lead on providing day-to-day administrative, operational and compliance functions, using correspondence tools and databases, leading parents to utilize their EFA grants in efficient and compliant ways, and disseminating information to Executive Director and Director of Policy and Compliance including program progress and issues to address.

Key Responsibilities Include:

- Participate in the delivery of highest quality programs in accordance with Children's Scholarship Fund's mission.
- Establish timelines and tasks to execute assignments.
- Be proficient in day-to-day administrative and compliance functions.
- Ensure an organized, efficient office.
- Review, with management, laws and policies pertaining to programs and stay up-to-date.
- Professionally answer and manage correspondence.
- Lead parents to utilize their EFA grants in compliant ways.
- Disseminate information to Executive Director and Director of Policy and Compliance including, successes and issues to address.

Knowledge, Skills, and Experience Required Include:

- Strong customer service orientation.
- Ability to work under pressure, organize work assignments, set priorities and meet deadlines.
- Proficient in Microsoft Office.
- Exceptional interpersonal and communication skills, professional demeanor.
- Demonstrated careful attention to detail.
- Resourcefulness and initiative; able to operate with minimal supervision.
- Ability to prioritize and handle multiple projects simultaneously.

To apply send resume and cover letter to Kate Baker Demers kbaker@scholarshipfund.org

To learn more about Children's Scholarship Fund New Hampshire visit www.csfnh.org