

Job Description - Administrative Contractor

Mizzen Education, Inc. | Remote | Contract

About Mizzen Education

We partner with the out-of-school time (OST) field to spark curiosity, cultivate joy, and inspire a love of learning among children and youth. Working alongside educators and community leaders nationwide, we offer trusted learning content, nurture professional communities, and create transformative educational experiences for youth in every zip code.

Mizzen Education launched as an independent nonprofit in 2023. We're growing and evolving—and we're looking for a thoughtful, adaptable, and community-minded Communications Specialist to support our marketing and communications work during this exciting chapter.

About the Role

As our Administrative Contractor ('contractor'), you'll support various administrative functions of the company for our leadership team and will work closely with our VP of Strategic Innovation + Partnerships, and CEO.

We are seeking a proactive, highly organized, and detail-oriented Administrative Contractor to join our team. As our business continues to grow, we need a reliable partner to take ownership of our administrative and logistical tasks, ensuring operations run seamlessly across select departments within the organization.

This is a contract-based role, and the contractor will be responsible for managing their own schedule, taxes, and equipment.

What You'll Do

You'll support a wide variety of administrative work and deliver the following services and outputs, including:

- **Receipt Management & Bookkeeping Support:** Collect, rename, and digitize receipts, and match expenses to credit card statements or invoices on a monthly basis, ensuring compliance with financial policies.
- **Reimbursement Coordination:** Prepare, review, and submit accurate reimbursement requests, and ensure accurate coding according to company policies and timelines.
- **Calendar Management & Scheduling:** Manage calendars, schedule appointments, and coordinate internal and external meetings/videoconferences (Zoom/Teams) as needed.
- **Minute Documentation:** Attend quarterly Board of Directors meetings, regular partner meetings, and other executive sessions (virtual) to take comprehensive notes. Produce high-quality, accurate draft minutes, focusing on decisions, motions

(including proposer, seconder, and voting outcomes), and action items. Finalize draft minutes within established timeframes.

- **General Administrative Support:** Maintain digital filing systems and assist with special projects to free up time for company leadership, if needed.
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What You'll Bring

We're looking for a skilled independent contractor who's detail-oriented, experienced, and flexible. Here's what we're hoping you bring:

- Proven experience as an Administrative Assistant, Virtual Assistant, or similar role. (Experience writing for nonprofit, education, or youth development audiences a plus)
 - Experience with reimbursements and receipt coordination. Experience with expense reporting software (e.g., TriNet Expense, Concur, Expensify) is a plus.
 - Accounting Knowledge: Basic understanding of accounting principles, accounts payable, or bookkeeping.
 - Exceptional organizational skills, attention to detail, and ability to meet deadlines without supervision.
 - Strong proficiency in Google Workspace (Calendar, Docs, Sheets) and/or MS Office Suite.
 - Excellent written and verbal communication skills.
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Time Commitment & Compensation

- This is a contractor role, estimated at 2 - 3 hours weekly (8 - 15 hours per month)
 - Contract until December 31, 2026, with potential to extend.
 - Hourly rate: Starting at \$30/hour, depending on experience
 - The contractor may complete deliverables on their own schedule, aligned to project deadlines and collaborative check-ins.
 - As a contractor, this role is not eligible for employee benefits and is responsible for their own taxes and equipment.
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To Apply

Please send your application to jobs@mizzen.org with the subject line: Administrative Contractor Application - [Your Name] and include:

1. A brief note or cover letter telling us why this opportunity resonates with you
2. Resume or Professional Overview

Ideal Start Date: June 15th, 2026

Equal Opportunity Statement

Mizzen Education's mission statement and core values prioritizes a human-centered culture of inclusion that respects individual strengths, views, and experiences. Mizzen Education, Inc.

is an equal opportunity organization. We celebrate diversity and are committed to creating an inclusive environment across our team, including staff, contractors, and collaborators.

Don't meet every single requirement? Studies have shown that women and people of color are less likely to apply for opportunities unless they meet every single requirement. At Mizzen Education, we are dedicated to building a diverse, inclusive and authentic team, so if you're excited about this contractor role but your experience doesn't align perfectly with every single qualification listed, we encourage you to apply anyways. You may just be the right fit for this or other opportunities.