



THE**FORD**AGENCY

## GENERAL SERVICES ADMINISTRATION

Federal Supply Service

### Authorized Federal Supply Schedule Price List

*On-line access to contract ordering information, terms and conditions, up-to-date pricing, and the option to create an electronic delivery order are available through GSA Advantage!®, a menu-driven database system. The INTERNET address GSA Advantage!® is: GSAAvantage.gov.*

### Multiple Award Schedule

**FSC Group:** Business Administrative Services

**Contract number:** 47QREA22D001A

**Contract period:** August 19, 2022 through August 18, 2027

**Ford Agency, Inc. (The)**  
**1660 L St NW Ste 200**  
**Washington, DC, 20036**  
**Phone: 202.223.8244**  
**Fax: 202.466.6167**

**Contract Administrator:** Clare Higgins  
**E-Mail:** [chiggins@ford-agency.com](mailto:chiggins@ford-agency.com)

**Business Size:**  
Woman-Owned Small Business

*For more information on ordering from Federal Supply Schedules go to the GSA Schedules page at GSA.gov.*

Price List is current through Modification PO-0006, signed October 17, 2023  
Prices Shown Herein are Net (discount deducted)





CUSTOMER INFORMATION:

- 1a. **Awarded Special Item Numbers:**  
*561320SBSA / 561320SBSA RC – Temporary Staffing (SBSA)*  
*OLM / OLM RC – Order Level Materials (OLMs)*
- 1b. **Identification of the lowest priced model number and lowest unit price for that model for each special item number awarded in the contract. This price is the Government price based on a unit of one, exclusive of any quantity/dollar volume, prompt payment, or any other concession affecting price. Those contracts that have unit prices based on the geographic location of the customer, should show the range of the lowest price, and cite the areas to**
- 1c. **If the Contractor is proposing hourly rates a description of all corresponding commercial job titles, experience, functional responsibility and education for those types of employees or subcontractors who will perform services shall be provided. If hourly rates are not applicable, indicate “Not applicable” for this item. See below.**
2. **Maximum Order:** *\$250,000.00*
3. **Minimum Order:** *\$100.00*
4. **Geographic Coverage (delivery Area):** *Domestic delivery*
5. **Point(s) of production (city, county, and state or foreign country):** *Same as company*
6. **Discount from list prices or statement of net price:** *Government net prices (discounts already deducted).*
7. **Quantity discounts:** *1% on purchase orders above \$150,000*
8. **Prompt payment terms: 0%, Net 30 days. Information for Ordering Offices:** *Prompt payment terms cannot be negotiated out of the contractual agreement in exchange for other concessions.*
9. **Foreign items (list items by country of origin):** *None*
- 10a. **Time of Delivery (Contractor insert number of days):** *As Negotiated*
- 10b. **Expedited Delivery. The Contractor will insert the sentence “Items available for expedited delivery are noted in this price list.” under this heading. The Contractor may use a symbol of its choosing to highlight items in its price list that have expedited delivery:** *As Negotiated*
- 10c. **Overnight and 2-day delivery. The Contractor will indicate whether overnight and 2-day delivery is available. Also, the Contractor will indicate that the schedule customer may contact the Contractor for rates for overnight and 2-day delivery:** *As Negotiated*





- 10d. **Urgent Requirements.** The Contractor will note in its price list the “Urgent Requirements” clause of its contract and advise agencies that they can also contact the Contractor’s representative to affect a faster delivery: *As Negotiated*
11. **F.O.B Points:** *Destination*
- 12a. **Ordering Address:** *Same as Contractor*
- 12b. **Ordering procedures:** *For supplies and services, the ordering procedures, information on Blanket Purchase Agreements (BPA’s), are found in Federal Acquisition Regulation (FAR) 8.405-3.*
13. **Payment address:** *Same as Contractor*
14. **Warranty provision:** *Contractor’s standard commercial warranty.*
15. **Export Packing Charges (if applicable):** *N/A*
16. **Terms and conditions of rental, maintenance, and repair (if applicable):** *N/A*
17. **Terms and conditions of installation (if applicable):** *N/A*
- 18a. **Terms and conditions of repair parts indicating date of parts price lists and any discounts from list prices (if applicable):** *N/A*
- 18b. **Terms and conditions for any other services (if applicable):** *N/A*
19. **List of service and distribution points (if applicable):** *N/A*
20. **List of participating dealers (if applicable):** *N/A*
21. **Preventive maintenance (if applicable):** *N/A*
- 22a. **Special attributes such as environmental attributes (e.g., recycled content, energy efficiency, and/or reduced pollutants):** *N/A*
- 22b. **If applicable, indicate that Section 508 compliance information is available on Electronic and Information Technology (EIT) supplies and services and show where full details can be found (e.g. contactor’s website or other location.) The EIT standards can be found at:**  
*www.Section508.gov/: N/A*
23. **Unique Entity Identifier (UEI) number:** *NLAQRMBZJJX9*
24. **Notification regarding registration in System of Award (SAM) database:** *CAGE Code: 1VH61*





SIN	Labor Category	August 19, 2022	August 19, 2023	August 19, 2024	August 19, 2025	August 19, 2026
		-	-	-	-	-
		August 18, 2023	August 18, 2024	August 18, 2025	August 18, 2026	August 18, 2027
561320SBSA	Accounting Clerk I**	\$38.83	\$40.00	\$41.20	\$42.44	\$43.71
561320SBSA	Accounting Clerk II**	\$42.62	\$43.90	\$45.22	\$46.58	\$47.98
561320SBSA	Accounting Specialist I**	\$42.62	\$43.90	\$45.22	\$46.58	\$47.98
561320SBSA	Accounting Specialist II**	\$53.98	\$55.60	\$57.27	\$58.99	\$60.76
561320SBSA	Accounts Payable Specialist**	\$42.62	\$43.90	\$45.22	\$46.58	\$47.98
561320SBSA	Accountant (Senior)	-	\$77.66	\$79.99	\$82.39	\$84.86
561320SBSA	Administrative Assistant**	\$65.35	\$67.31	\$69.33	\$71.41	\$73.55
561320SBSA	App Tester**	\$38.83	\$40.00	\$41.20	\$42.44	\$43.71
561320SBSA	Benefits Assistant	-	\$61.56	\$63.41	\$65.31	\$67.27
561320SBSA	Clerical Assistant**	\$38.83	\$40.00	\$41.20	\$42.44	\$43.71
561320SBSA	Client Services Specialist**	\$33.15	\$34.14	\$35.16	\$36.21	\$37.30
561320SBSA	Contracts and Corporate Compliance Manager	\$52.09	\$53.65	\$55.26	\$56.92	\$58.63
561320SBSA	Customer Service Representative I**	\$33.15	\$34.14	\$35.16	\$36.21	\$37.30
561320SBSA	Customer Service Representative II**	\$41.67	\$42.92	\$44.21	\$45.54	\$46.91
561320SBSA	Data Entry Assistant I**	\$35.04	\$36.09	\$37.17	\$38.29	\$39.44
561320SBSA	Data Entry Assistant II**	\$42.62	\$43.90	\$45.22	\$46.58	\$47.98
561320SBSA	Data Entry Clerk**	\$35.04	\$36.09	\$37.17	\$38.29	\$39.44
561320SBSA	Data Processing Coordinator**	\$48.78	\$50.24	\$51.75	\$53.30	\$54.90
561320SBSA	Development Assistant I**	\$32.20	\$33.17	\$34.17	\$35.20	\$36.26
561320SBSA	Development Assistant II**	\$34.10	\$35.12	\$36.17	\$37.26	\$38.38
561320SBSA	Donor Relations Assistant	\$33.15	\$34.14	\$35.16	\$36.21	\$37.30
561320SBSA	Event Assistant I**	\$32.20	\$33.17	\$34.17	\$35.20	\$36.26
561320SBSA	Event Assistant II**	\$34.10	\$35.12	\$36.17	\$37.26	\$38.38
561320SBSA	Event Assistant III	\$42.62	\$43.90	\$45.22	\$46.58	\$47.98
561320SBSA	Executive Assistant I**	\$36.94	\$38.05	\$39.19	\$40.37	\$41.58
561320SBSA	Executive Assistant II**	\$40.73	\$41.95	\$43.21	\$44.51	\$45.85
561320SBSA	Executive Assistant III	\$49.25	\$50.73	\$52.25	\$53.82	\$55.43
561320SBSA	Executive Assistant IV	\$54.93	\$56.83	\$58.53	\$60.29	\$62.10
561320SBSA	Executive Assistant V	\$56.83	\$66.30	\$68.29	\$70.34	\$72.45
561320SBSA	Executive Assistant VI	\$61.56	\$75.77	\$78.04	\$80.38	\$82.79
561320SBSA	Executive Assistant VII	\$62.98	\$92.82	\$95.60	\$98.47	\$101.42
561320SBSA	Executive Office Correspondence Assistant**	\$35.99	\$37.07	\$38.18	\$39.33	\$40.51
561320SBSA	Facilities Assistant I**	\$32.20	\$37.88	\$39.02	\$40.19	\$41.40
561320SBSA	Facilities Assistant II**	\$34.10	\$35.12	\$36.17	\$37.26	\$38.38
561320SBSA	Facilities Coordinator**	\$65.35	\$67.31	\$69.33	\$71.41	\$73.55
561320SBSA	Federal Communications Coordinator	\$35.99	\$37.07	\$38.18	\$39.33	\$40.51
561320SBSA	HR Assistant I**	\$32.20	\$37.88	\$39.02	\$40.19	\$41.40
561320SBSA	HR Assistant II**	\$34.10	\$42.62	\$43.90	\$45.22	\$46.58
561320SBSA	HR Assistant III	\$37.88	\$39.02	\$40.19	\$41.40	\$42.64





SIN	Labor Category	August 19, 2022	August 19, 2023	August 19, 2024	August 19, 2025	August 19, 2026
		-	-	-	-	-
		August 18, 2023	August 18, 2024	August 18, 2025	August 18, 2026	August 18, 2027
561320SBSA	HR Coordinator I**	\$42.62	\$47.36	\$48.78	\$50.24	\$51.75
561320SBSA	HR Coordinator II**	\$52.09	\$53.65	\$55.26	\$56.92	\$58.63
561320SBSA	HR Coordinator III	\$71.03	\$73.16	\$75.35	\$77.61	\$79.94
561320SBSA	HR Generalist	-	\$75.77	\$78.04	\$80.38	\$82.79
561320SBSA	HR Specialist	-	\$161.80	\$166.65	\$171.65	\$176.80
561320SBSA	IT Assistant	\$53.98	\$55.60	\$57.27	\$58.99	\$60.76
561320SBSA	IT Specialist	-	\$66.30	\$68.29	\$70.34	\$72.45
561320SBSA	Legal Administrative Assistant I**	\$42.62	\$47.36	\$48.78	\$50.24	\$51.75
561320SBSA	Legal Administrative Assistant II**	\$51.14	\$52.68	\$54.26	\$55.89	\$57.57
561320SBSA	Legal Billing Assistant**	\$42.62	\$43.90	\$45.22	\$46.58	\$47.98
561320SBSA	Legal Billing Coordinator II**	\$47.36	\$48.78	\$50.24	\$51.75	\$53.30
561320SBSA	Legal Library Assistant**	\$35.04	\$36.09	\$37.17	\$38.29	\$39.44
561320SBSA	Legal Recruiting Assistant**	\$42.62	\$43.90	\$45.22	\$46.58	\$47.98
561320SBSA	Legal Secretary I**	\$42.62	\$43.90	\$45.22	\$46.58	\$47.98
561320SBSA	Legal Secretary II**	\$51.14	\$52.68	\$54.26	\$55.89	\$57.57
561320SBSA	Mailing Assistant I**	\$32.20	\$33.17	\$34.17	\$35.20	\$36.26
561320SBSA	Mailing Assistant II**	\$34.10	\$41.67	\$42.92	\$44.21	\$45.54
561320SBSA	Marketing Assistant I**	\$44.51	\$45.85	\$47.23	\$48.65	\$50.11
561320SBSA	Marketing Coordinator	-	\$45.46	\$46.82	\$48.22	\$49.67
561320SBSA	Marketing Manager	\$118.39	\$121.94	\$125.60	\$129.37	\$133.25
561320SBSA	Meeting Planner**	\$45.46	\$47.36	\$48.78	\$50.24	\$51.75
561320SBSA	Office Coordinator I**	\$33.15	\$35.99	\$37.07	\$38.18	\$39.33
561320SBSA	Office Coordinator II**	\$37.88	\$40.73	\$41.95	\$43.21	\$44.51
561320SBSA	Office Manager I**	\$65.35	\$67.31	\$69.33	\$71.41	\$73.55
561320SBSA	Paralegal I**	\$42.62	\$43.90	\$45.22	\$46.58	\$47.98
561320SBSA	Paralegal II**	\$51.14	\$52.68	\$54.26	\$55.89	\$57.57
561320SBSA	Paralegal III	-	\$56.83	\$58.53	\$60.29	\$62.10
561320SBSA	Payroll Manager**	\$65.35	\$67.31	\$69.33	\$71.41	\$73.55
561320SBSA	Program Coordinator**	\$40.73	\$41.95	\$43.21	\$44.51	\$45.85
561320SBSA	Program Manager	-	\$42.62	\$43.90	\$45.22	\$46.58
561320SBSA	Project Assistant**	\$36.94	\$38.05	\$39.19	\$40.37	\$41.58
561320SBSA	Project Coordinator**	\$42.62	\$43.90	\$45.22	\$46.58	\$47.98
561320SBSA	Project Manager	-	\$75.77	\$78.04	\$80.38	\$82.79
561320SBSA	Public Affairs Assistant**	\$44.51	\$45.85	\$47.23	\$48.65	\$50.11
561320SBSA	Public Affairs Specialist I	\$48.30	\$49.75	\$51.24	\$52.78	\$54.36
561320SBSA	Public Affairs Specialist II	\$78.61	\$80.97	\$83.40	\$85.90	\$88.48
561320SBSA	Public Affairs Specialist III	\$99.45	\$102.43	\$105.50	\$108.67	\$111.93
561320SBSA	Receptionist I**	\$36.94	\$38.05	\$39.19	\$40.37	\$41.58
561320SBSA	Receptionist II**	\$40.73	\$41.95	\$43.21	\$44.51	\$45.85
561320SBSA	Receptionist III	-	\$45.46	\$46.82	\$48.22	\$49.67
561320SBSA	Receptionist IV	-	\$56.83	\$58.53	\$60.29	\$62.10





SIN	Labor Category	August 19, 2022	August 19, 2023	August 19, 2024	August 19, 2025	August 19, 2026
		-	-	-	-	-
		August 18, 2023	August 18, 2024	August 18, 2025	August 18, 2026	August 18, 2027
561320SBSA	Recruiter I**	\$40.73	\$41.95	\$43.21	\$44.51	\$45.85
561320SBSA	Recruiter II	\$80.50	\$82.92	\$85.41	\$87.97	\$90.61
561320SBSA	Recruiter III	\$85.24	\$87.80	\$90.43	\$93.14	\$95.93
561320SBSA	Recruiting Assistant**	\$38.83	\$40.00	\$41.20	\$42.44	\$43.71
561320SBSA	Recruiting Coordinator**	\$46.41	\$47.80	\$49.23	\$50.71	\$52.23
561320SBSA	Research Associate**	\$45.46	\$46.82	\$48.22	\$49.67	\$51.16
561320SBSA	Resource Management Specialist	-	\$89.97	\$92.67	\$95.45	\$98.31
561320SBSA	Salesforce Assistant**	\$40.73	\$41.95	\$43.21	\$44.51	\$45.85
561320SBSA	Scanning Assistant**	\$32.20	\$33.17	\$34.17	\$35.20	\$36.26
561320SBSA	Staff Assistant**	\$34.10	\$35.12	\$36.17	\$37.26	\$38.38
561320SBSA	Support Analyst**	\$32.20	\$33.17	\$34.17	\$35.20	\$36.26
561320SBSA	Transcriptionist I**	\$35.99	\$37.07	\$38.18	\$39.33	\$40.51
561320SBSA	Transcriptionist II**	\$39.78	\$40.97	\$42.20	\$43.47	\$44.77
561320SBSA	Website Development Assistant**	\$37.88	\$39.02	\$40.19	\$41.40	\$42.64





<b>Ford Labor Category</b>	<b>SCA Labor Category</b>	<b>Wage Determination</b>
Accounting Clerk I	01011 - Accounting Clerk I	2015-4281
Accounting Clerk II	01012 - Accounting Clerk II	2015-4281
Accounting Specialist I	01012 - Accounting Clerk II	2015-4281
Accounting Specialist II	01012 - Accounting Clerk II	2015-4281
Accounts Payable Specialist	01012 - Accounting Clerk II	2015-4281
Accountant (Senior)	01013 - Accounting Clerk III	2015-4281
Administrative Assistant	01020 - Administrative Assistant	2015-4281
App Tester	14041 - Computer Operator I	2015-4281
Benefits Assistant	01261 - Personnel Assistant (Employment) I	2015-4281
Clerical Assistant	01070 - Document Preparation Clerk	2015-4281
Client Services Specialist	01041 - Customer Service Representative I	2015-4281
Customer Service Representative I	01041 - Customer Service Representative I	2015-4281
Customer Service Representative II	01042 - Customer Service Representative II	2015-4281
Data Entry Assistant I	01051 - Data Entry Operator I	2015-4281
Data Entry Assistant II	01052 - Data Entry Operator II	2015-4281
Data Entry Clerk	01051 - Data Entry Operator I	2015-4281
Data Processing Coordinator	14044 - Computer Operator IV	2015-4281
Development Assistant I	01111 - General Clerk I	2015-4281
Development Assistant II	01112 - General Clerk II	2015-4281
Event Assistant I	01111 - General Clerk I	2015-4281
Event Assistant II	01112 - General Clerk II	2015-4281
Executive Assistant I	01311 - Secretary I	2015-4281
Executive Assistant II	01312 - Secretary II	2015-4281
Executive Assistant III	01313 - Secretary III	2015-4281
Executive Assistant IV	01020 - Administrative Assistant	2015-4281
Executive Assistant V	01020 - Administrative Assistant	2015-4281
Executive Assistant VI	01020 - Administrative Assistant	2015-4281
Executive Assistant VII	01020 - Administrative Assistant	2015-4281
Executive Office Correspondence Assistant	01460 - Switchboard Operator/Receptionist	2015-4281
Facilities Assistant I	01111 - General Clerk I	2015-4281
Facilities Assistant II	01112 - General Clerk II	2015-4281
Facilities Coordinator	01020 - Administrative Assistant	2015-4281
HR Assistant I	01111 - General Clerk I	2015-4281
HR Assistant II	01112 - General Clerk II	2015-4281
HR Coordinator I	01261 - Personnel Assistant (Employment) I	2015-4281
HR Coordinator II	01262 - Personnel Assistant (Employment) II	2015-4281
HR Generalist	01263 - Personnel Assistant (Employment) III	2015-4281
HR Specialist	01263 - Personnel Assistant (Employment) III	2015-4281
IT Assistant	14170 - System Support Specialist	2015-4281
IT Specialist	14045 - Computer Operator V	2015-4281
Legal Administrative Assistant I	30361 - Paralegal/Legal Assistant I	2015-4281
Legal Administrative Assistant II	30362 - Paralegal/Legal Assistant II	2015-4281





Ford Labor Category	SCA Labor Category	Wage Determination
Legal Billing Assistant	30361 - Paralegal/Legal Assistant I	2015-4281
Legal Billing Coordinator II	01013 - Accounting Clerk III	2015-4281
Legal Library Assistant	13050 - Library Aide/Clerk	2015-4281
Legal Recruiting Assistant	01262 - Personnel Assistant (Employment) II	2015-4281
Legal Secretary I	30361 - Paralegal/Legal Assistant I	2015-4281
Legal Secretary II	30362 - Paralegal/Legal Assistant II	2015-4281
Mailing Assistant I	01111 - General Clerk I	2015-4281
Mailing Assistant II	01112 - General Clerk II	2015-4281
Marketing Assistant I	99260 - Marketing Analyst	2015-4281
Marketing Coordinator	99260 - Marketing Analyst	2015-4281
Meeting Planner	01020 - Administrative Assistant	2015-4281
Office Coordinator I	01111 - General Clerk I	2015-4281
Office Coordinator II	01112 - General Clerk II	2015-4281
Office Manager I	01020 - Administrative Assistant	2015-4281
Paralegal I	30361 - Paralegal/Legal Assistant I	2015-4281
Paralegal II	30362 - Paralegal/Legal Assistant II	2015-4281
Paralegal III	30363 - Paralegal/Legal Assistant III	2015-4281
Payroll Manager	01020 - Administrative Assistant	2015-4281
Program Coordinator	01312 - Secretary II	2015-4281
Program Manager	01313 - Secretary III	2015-4281
Project Assistant	01311 - Secretary I	2015-4281
Project Coordinator	01312 - Secretary II	2015-4281
Project Manager	01313 - Secretary III	2015-4281
Public Affairs Assistant	01020 - Administrative Assistant	2015-4281
Receptionist I	01111 - General Clerk I	2015-4281
Receptionist II	01112 - General Clerk II	2015-4281
Receptionist III	01113 - General Clerk III	2015-4281
Receptionist IV	01311 - Secretary I	2015-4281
Recruiter I	01262 - Personnel Assistant (Employment) II	2015-4281
Recruiting Assistant	01261 - Personnel Assistant (Employment) I	2015-4281
Recruiting Coordinator	01263 - Personnel Assistant (Employment) III	2015-4281
Research Associate	13058 - Library Technician	2015-4281
Resource Management Specialist	01263 - Personnel Assistant (Employment) III	2015-4281
Salesforce Assistant	14043 - Computer Operator III	2015-4281
Scanning Assistant	01070 - Document Preparation Clerk	2015-4281
Staff Assistant	01112 - General Clerk II	2015-4281
Support Analyst	01111 - General Clerk I	2015-4281
Transcriptionist I	01611 - Word Processor I	2015-4281
Transcriptionist II	01612 - Word Processor II	2015-4281
Website Development Assistant	14042 - Computer Operator II	2015-4281

*The Service Contract Labor Standards, formerly the Service Contract Act (SCA), apply to this contract and it includes SCLS applicable labor categories. Labor categories and fixed price services marked with a (\*\*) in this pricelist are based on the U.S. Department of Labor Wage Determination Number(s) identified in the SCLS/SCA matrix. The prices awarded are in line with the geographic scope of the contract (i.e., nationwide).*





**LABOR CATEGORY DESCRIPTIONS**

Labor Category	Labor Category Description	Minimum Education	Minimum Years of Experience
Accounting Clerk I	Entry-level accounting and administrative support for Finance and/or Accounting team. Will perform duties such as accounts payable processing and filing, preparing cash deposits, and gathering information for auditors during annual financial statement audit. May also help with other projects/processes like payroll.	High School	0
Accounting Clerk II	Associate-level accounting and administrative support for Finance and/or Accounting team. Will perform duties of Accounting Clerk I in addition to verifying cash deposits and cash orders, requesting and maintaining necessary compliance paperwork, and assisting with month and quarter end reporting. May supervise other clerks and administrative staff.	High School	2
Accounting Specialist I	Associate-level accounting support for processes and projects. Duties may include organizing invoices from vendors for approval, processing checks, ACHs, and wire payments and ensuring accounting system remains accurate. Will likely work closely with Controller.	High School	2
Accounting Specialist II	Associate to mid-senior accounting support for processes and projects. Duties will include those of Accounting Specialist I in addition to analyzing expenses, preparing forecasts, and overseeing, month-end, quarter-end and year-end closing. May supervise lower-level accounting staff.	High School	4
Accounts Payable Specialist	Associate-level accounting support working internally and with external vendors. Duties may include reviewing statements for vendors and responding to inquiries, processing check requests, and performing data entry functions within accounting software systems. Will also assist with 1099 preparation and maintenance along with other projects.	High School	1
Accountant (Senior)	Senior-level role that oversees accounting functions and compliance for team. Will manage AP/AR, journal entries, month-end, quarter-end, and year-end closings, along with invoicing and audits.	Bachelor's Degree	4
Administrative Assistant	Basic administrative and clerical work to support individuals, departments, and/or all staff. Will perform duties such as data entry, document creation, and filing. Provide entry-level support in other administrative project areas as needed.	High School	1
App Tester	Entry-level technical and operational support to ensure proper functioning of smart phone application. Sending messages, photos, or engaging with app on various broadband networks. Will test application in real time and provide reporting to staff.	High School	0
Benefits Assistant	Entry to assistant-level support for day-to-day administration of internal benefits programs. Will perform duties such as administrative, clerical, and customer service support to all staff with benefits-related inquiries and concerns. Works closely with HR team for new hire and departure processes.	Associate's Degree	3
Clerical Assistant	Entry-level position providing basic office assistance in the form of sorting, filing, copying, document retrieval, and relaying/delivering information between departments. Will use MSOffice at basic level and will handle additional projects as assigned.	High School	1
Client Services Specialist	Entry-level administrative and meeting planning support for all office staff. Will perform duties such as answering and directing phone calls, greeting guests, booking and setting up conference rooms, working closely with internal staff and external vendors to execute meetings. Will also assist high-level staff with other administrative projects.	High School	0
Contracts and Corporate Compliance Manager	Associate to mid-senior level legal administrative role. Duties will include preparation and filing of annual reports and renewals for various businesses and organizations and more. Will also support high-level staff with administrative support to include scheduling, travel booking, and expense reporting.	Bachelor's Degree	1
Customer Service Representative I	Administrative position supporting all staff by responding to questions or escalating inquiries to appropriate departments. Duties will include answering phones, troubleshooting customer issues, and logging calls. Other administrative tasks and projects as needed.	High School	0
Customer Service Representative II	Administrative position supporting all staff by responding to questions or escalating inquiries to appropriate departments. Duties will include answering phones, troubleshooting customer issues, and logging calls. Other administrative tasks and projects as needed.	High School	2
Data Entry Assistant I	This role has many of the same duties as a data entry-clerk. The incumbent is able to perform more complex data entry functions, such as generating reports, cleaning up data, maintaining the integrity of the database, and performing simple data analysis. Light administrative and clerical support.	High School	1
Data Entry Assistant II	This role has many of the same duties as a data entry-clerk. The incumbent is able to perform more complex data entry functions, such as generating reports, cleaning up data, maintaining the integrity of the database, and performing simple data analysis. Light administrative and clerical support.	High School	2
Data Entry Clerk	Entry-level data entry role. Duties include entering basic information using Excel or comparable database, using simple formulas to calculate value, such as addition and subtraction. Some light administrative and clerical support, such as filing and photocopying.	High School	0
Data Processing Coordinator	Incumbent is able to cover all of the duties performed by the Data Entry Clerk and Data Entry Assistant I. More emphasis is placed on data analysis and reporting. Performs higher-level administrative support tasks, such as meeting coordination and preparing reports.	High School	2
Development Assistant II	Individual will perform administrative support functions, such as scheduling meetings and appointments, arranging domestic and international travel, processing expense reports, preparing presentations. Basic data entry, data management, analysis, and reporting. Will handle other responsibilities as assigned.	High School	2



Labor Category	Labor Category Description	Minimum Education	Minimum Years of Experience
Donor Relations Assistant	This is an entry-level role where the incumbent fulfills basic administrative support functions with an emphasis on data entry, data management, and data reporting. Duties include entering and updating donor information, processing payments, providing donor support, serving as the main point of contact for the department. Some event planning duties, such as creating guest lists, tracking RSVPs, preparing event materials, and on-site event support.	Associate's Degree	2
Event Assistant I	This is an entry-level role that provides basic event, clerical, and administrative support. Duties include data entry, creating and updating guest or participant lists, preparing meeting materials, setting up conference and meeting rooms, providing day-of, on-site event support.	High School	1
Event Assistant II	The incumbent is able to perform the same duties as the Events Assistant I. More emphasis is placed on programming support: serving as the point of contact for meeting participants and speakers, creating programs and other written collateral, liaising with vendors.	High School	2
Event Assistant III	The incumbent will have 3+ years' experience and be able to perform the same duties as the Events Assistant II with more advanced programming support and independent problem-solving. Will strategically coordinate meeting participants and speakers, create programs and other written collateral, and manage vendor relationships.	Bachelor's Degree	3
Executive Assistant I	This is an entry-level executive-level support role. The incumbent is able to perform all the duties of an Administrative Assistant. At this level, responsibilities will include supporting one or more managers with calendar management, meeting and travel arrangement, preparing presentations, processing expenses, writing simple correspondence.	High School	1
Executive Assistant II	Incumbent will have at least one year of experience as an Executive Assistant I and able to deftly perform the tasks of an EA I in support of up to three senior-level managers. This is a faster-paced role that requires strong technical, organizational, and communication skills.	High School	2
Executive Assistant III	Incumbent will have at least 1 year of experience as an Executive Assistant II and able to perform all administrative tasks easily. Support at this level is provided to up to three director-level executives. This is a similarly fast-paced role with higher visibility and some project management duties.	Associate's Degree	3
Executive Assistant IV	Incumbent will have at least 1 year of experience as an EA III and able to perform all associated tasks at expert-level. Support is provided to up to three Senior Directors. A fast-paced role, involving a higher volume of travel and meeting coordination. Added emphasis on preparing complex reports, some research projects, and project management.	Associate's Degree	4
Executive Assistant V	Incumbent will have at least 1 year of experience as an EA IV and able to perform all associated tasks at expert-level. Support is provided to up to three Vice Presidents. A fast-paced, semi-visible role that requires strategic thinking, serving as a right hand to the VPs. Also interfaces with other executives at the same level, requiring a high-level of professionalism.	Associate's Degree	5
Executive Assistant VI	Incumbent will have at least 1 year of experience as an EA V, able to perform all associated tasks at expert-level while supporting up to three Senior VPs and other members of the organization's leadership team. More complex meeting and travel coordination, higher visibility. May involve interfacing with Board of Directors, planning board meetings, preparing board meeting materials. Possible access to highly confidential information, requiring discretion and diplomacy.	Associate's Degree	6
Executive Assistant VII	Incumbent will have at least 1 year of experience as an EA VI and able to perform all associated tasks at expert-level while supporting the top leaders of an organization, such as the CEO or President. The EA VII serves as the executives' right hand, gatekeeper, and, at times, spokesperson. May also involve interfacing with Board of Directors and managing tasks associated with board work. High likelihood of access to highly confidential information, making discretion and diplomacy paramount.	Associate's Degree	7
Executive Office Correspondence Assistant	This is a mid-level role that requires at least two years of post-undergraduate administrative support experience. This person manages all written and verbal correspondence for the executive office or department. Responsibilities include organizing emails, written letters, memos, transcribing voice messages and voice notes, typing handwritten notes and other projects as assigned.	High School	2
Facilities Assistant I	Entry-level administrative, operational, and logistical work to support management of staff and office space. Duties will include conference room set up, handling incoming and outgoing mail, and covering reception desk. Additional physical responsibilities such as light cleaning and lifting and moving furniture may be required.	High School	0
Facilities Coordinator**	Coordinator-level operational and logistical work to ensure proper functioning of office and space management. May include duties of Facilities Assistant I and II as well as advanced responsibilities ticket systems oversight, acting as a liaison between departments, and reconciling invoices for external vendors. May require physical activities (like lifting) and overtime.	High School	2
Federal Communications Coordinator	Entry-level communications and administrative position. Will perform duties such as research, writing, and editing written materials for external distribution, maintaining contact lists, and creating social media campaigns. May also assist in other areas such as membership and attend external meetings.	Bachelor's Degree	1
HR Assistant I	Administrative and clerical support for HR/Recruiting team. Will perform duties such as conducting reference checks and education/employment verifications, tracking applicants in database, and scheduling interviews. Provide entry-level support on other projects.	High School	0



Labor Category	Labor Category Description	Minimum Education	Minimum Years of Experience
HR Assistant II	Administrative and clerical support for HR/Recruiting team. Will perform duties of HR Assistant and others such as writing and posting job requisitions, preparing offer letters and other correspondence, and maintaining employee files and records. Provide entry-level and more advanced support on other projects.	High School	1
HR Assistant III	Administrative and clerical support for HR/Recruiting team. Will perform duties of HR Assistant II and others such as overseeing new hire processes, processing I-9s and other paperwork, and assisting with payroll and benefits administration. May provide advanced support on other projects.	Bachelor's Degree	2
HR Coordinator I	Administrative and human resources support for team. Will perform duties such as coordinating internal interviews, tracking applicants in HRIS system, and creating new hire packets. May provide entry-level support on other projects.	High School	3
HR Coordinator II	Administrative and human resources support for team. Will perform duties of HR Coordinator I and others such reviewing resumes and performing initial screens, acting as liaison with hiring managers and agencies, running reports and improving processes. May supervise other HR staff and/or interns.	High School	4
HR Coordinator III	Advanced administrative and human resources support for team with 5+ years' experience. Will perform duties of HR Coordinator II and others such assessing candidate qualifications and performing initial screens, acting as liaison between hiring managers and agencies, creating job descriptions, running reports, and improving processes. May be first round screening of candidates and may supervise other HR staff and/or interns.	Bachelor's Degree	5
HR Generalist	Advanced human resources support for team with prior broad scope of HR experience across functions. May be asked to assist or lead benefits, onboarding, documentation, recruiting, or other efforts. Should have solid understanding of expanded range of HR procedures.	Bachelor's Degree	5
HR Specialist	Human resources support for teams across different HR responsibilities. May assist with recruiting, onboarding, benefits administration, database, and documentation, among others. Work closely with HR team on any initiatives.	Bachelor's Degree	5
IT Assistant	Typical duties include providing tier-one technical support, helpdesk support, setting up computers, installing and updating software, troubleshooting basic hardware issues.	Associate's Degree	1
IT Specialist	Associate – mid-senior IT support working internally and with all external vendors. Duties may include setting up, managing, and troubleshooting technology, hardware and software products and networks, tracking network data and communications, testing, and optimizing system functionality, implementing security measures, monitoring security of networks, code writing, and in-depth reporting of all IT realms. May supervise lower-level IT staff.	Bachelor's Degree	3
Legal Administrative Assistant I	Typical duties include filing and organizing legal documents, coordinating meetings and travel for attorneys, time-entry, and processing expense reports. Some clerical duties such as filing, faxing, photocopying, taking phone messages.	High School	0
Legal Administrative Assistant II	Requires at least one year of experience as a Legal Administrative Assistant I and able to perform all the duties of a LAA I with ease. Involves a higher volume of meeting and travel coordination, time-entry, and expenses. May involve additional projects as assigned.	High School	1
Legal Billing Assistant	Entry-level Legal Billing role. Requires some background in Accounts Payable. Supports the Billing team by entering time and sending invoices to clients. Will maintain spreadsheet of billing activity and report to leadership.	High School	0
Legal Billing Coordinator II	Will manage billing, fee arrangements, and electronic submission of invoices and reports as well as rate analysis, accrual reporting, and other ad hoc reports. Will prepare monthly billing reports and use accounting tools for tracking client specifics. Will perform research and explain complete billing arrangements to senior management as needed. Will assist with special projects as needed.	High School	4
Legal Library Assistant	Strong background in academic research acquired through internships or on-campus jobs. Duties include basic legal research and familiarity with research databases such as Lexis-Nexis, Westlaw, and Bloomberg. Some clerical duties such as filing and organizing legal documents.	High School	1
Legal Recruiting Assistant	An entry-level administrative support role that focuses supporting attorney recruitment efforts. Duties include data entry, tracking job applicants in a database, gathering applicant information, such as uploading resumes, references, setting up interviews, updating job descriptions, generating offer or rejection letters. Some event planning duties, such as tracking RSVPs and providing on-site event support.	High School	1
Legal Secretary I	This is an entry-level legal support role, similar to the Legal Administrative Assistant I role but with more contact with attorneys. This role supports associates and junior attorneys and responsibilities include document production, time-entry, expense processing. Additional duties may include billing and e-filing.	High School	1
Legal Secretary II	This role supports senior attorneys and partners and involves a higher volume of document production, time-entry, expense processing, billing, and e-filing.	High School	2
Mailing Assistant I	Entry-level administrative position assisting with the preparation of physical or electronic mailing. Duties may include checking/confirming addresses, creating labels, stuffing envelopes, sending mass emails, and more. Physical duties such as assembling, taping, and lifting boxes may be required.	High School	0



Labor Category	Labor Category Description	Minimum Education	Minimum Years of Experience
Mailing Assistant II	Administrative position assisting with preparation of physical or electronic mailing. Duties will include those of Mailing Assistant I in addition to proofreading/editing mailings, pulling reports from databases, and working with external vendors to procure mailing materials. May work with high-level staff members and may have physical duties.	High School	1
Marketing Assistant I	Administrative and marketing position supporting a department and/or all staff. Duties may include data entry and database management, assisting with copy and creation of external marketing materials, and maintaining inventory of marketing collateral. May engage in direct customer service work as well as other entry-level projects.	High School	0
Marketing Coordinator	Mid-level role providing logistical support to marketing related projects. Duties include: setting up team meetings, preparing PowerPoint presentations, creating budgets, some writing, editing, research, and overall administrative support.	Bachelor's Degree	2
Marketing Manager	Manager role will manage the strategy and implementation of marketing deliverables ensuring brand consistency and have 6+ years' experience in field. Will design strategic marketing plans and targeted coordination of team talent to best support logistical and project success.	Bachelor's Degree	6
Meeting Planner	Associate to mid-senior level position overseeing the coordination of events, meetings, and conferences. Duties may include securing locations and all affiliated logistics, coordinating programming/run-of-show, and managing all registrations before event and on-site. Will require work with high-level staff and external vendors in addition to some supervisory responsibilities.	High School	3
Office Coordinator I	Entry-level administrative support role with mostly clerical duties. Duties may include answering phones, taking messages, filing, serving as a first point of contact for vendors, visitors, delivery people, setting up conference rooms, data entry, and other duties as assigned.	High School	1
Office Coordinator II	A higher-level Office Coordinator position, with at least 1 year of experience in the Office Coordinator I role or similar. More emphasis on administrative support tasks such as scheduling, vendor management, and working closely with the office manager to manage day-to-day office functions.	High School	3
Office Manager I	The Office Manager supervises the day-to-day office operation functions and oversees different office departments, such as IT, Facilities, and HR.	High School	1
Paralegal I	Typical duties include cite-checking, blue-booking, doing basic legal research. Administrative duties may include filing, organizing legal documents, and taking on other projects as assigned.	High School	1
Paralegal II	Paralegal II has similar duties to the Paralegal I but with a higher volume of work and increased involvement in cases and interaction with attorneys. At this level, the Paralegal may have some case management duties and contact with clients.	High School	2
Paralegal III	Senior-level role that provides case management and research support to attorneys. Duties include: legal research, cite-check briefs, draft procedural motions and routine briefs, draft research memos.	Bachelor's Degree/Paralegal Certificate	5
Payroll Manager	Management level role responsible for independently managing payroll processes for all employees. This role will also manage other HR issues as they relate to payroll and ensure all benefits information is accurately managed and reported through payroll system. Will act as liaison to payroll services and answer any internal or external inquiries as needed.	High School	3
Program Coordinator	A more senior level role to the Program Assistant. Administrative duties are similar but with more emphasis on program support. Tasks include preparing budgets, reconciling expenses, tracking program goals, deadlines, and ensuring compliance.	High School	3
Program Manager	Associate-mid-level program management support working internally and with external vendors. Duties may include managing and coordinating programs and projects, formulating, organizing, and monitoring program goals and objectives, leading, and evaluating program performance, tracking budgets, and generating various reports. May supervise lower-level staff.	Associate's Degree	2
Project Assistant	This is an entry-level administrative support role. Typical duties include organizing documents, coordinating meetings, arranging travel, data entry, and other projects as assigned by the team.	High School	1
Project Coordinator	At this level, administrative tasks are more complex and includes preparing presentations, assisting with budget preparation, some research, writing, and analysis.	High School	2
Project Manager	Associate-mid-level project management support working internally and with external vendors. Duties may include planning and managing project ideas, creating and leading project teams, managing project deadlines, tracking project performance and mitigating risks, tracking and managing budgets, and generating various reports. May supervise lower-level staff.	Bachelor's Degree	4
Public Affairs Assistant	Background in Media and Communications. Duties include media tracking, building media lists, distributing press releases, responding to incoming requests from reporters; conducting media research for pitches, briefing memos, and interviews; assist with drafting news releases, media advisories, and fact sheets.	High School	3
Public Affairs Specialist I	Junior level role requiring 2+ years' experience and a background in Media and Communications. Duties include media tracking, building media lists, drafting press releases, and responding to incoming requests from reporters and other media outlets, conducting media research for pitches, briefing memos, and interviews. Will also draft news releases, media advisories, bios, and other fact sheets for presentation to senior staff.	Bachelor's Degree	2

Labor Category	Labor Category Description	Minimum Education	Minimum Years of Experience
Public Affairs Specialist II	Mid-level role requiring 4+ years' experience with demonstrated contributions in Media and Communications arena. Responsible for identifying relevant and strategic media for tracking, locating new/trending outlets for expanding brand outreach, managing media lists, creating content for strategic press releases, and writing and responding to incoming requests from reporters and other media outlets. Also responsible for conducting media research for pitches, briefing memos, and interviews, drafting news releases, media advisories, bios and other fact sheets for presentation to senior staff.	Bachelor's Degree	4
Public Affairs Specialist III	Advanced role requiring 6+ years' experience navigating the Media and Communications arena. Role will create media outreach plans, identify and cultivate new audience streams for brand outreach, and strategically coordinate various media outlets for best brand exposure. This role will be expected to create targeting audience press releases, media content, and pitches for broad range of audiences and marketing mediums. Will also review deliverables of junior staff and oversee presentations to senior level staff and leadership.	Bachelor's Degree	6
Receptionist I	Main responsibility will be to answer the phone, transfer calls, and take messages. Serves as a first point of contact for visitors, vendors, and delivery people. Some clerical tasks may be assigned, such as data entry, filing, photocopying, distributing mail, and cleaning common spaces such as the office lobby or kitchen.	High School	0
Receptionist II	Receptionist II handles a higher volume of calls and may work with a multi-line system. Involves a heavier amount of scheduling, managing conference and meeting rooms. Administrative support such as typing correspondence, printing reports, and other projects as assigned.	High School	2
Receptionist III	Mid-level receptionist role. Duties include: answering the phones, greeting visitors and vendors, data entry, light administrative support.	Associate's Degree	2
Receptionist IV	Receptionist IV provides more oversight and management to front desk and administrative capabilities and will take on more advanced operational tasks like heavy calendar management, event and conference set up, office supply inventory and ordering, and managing vendor activities.	Associate's Degree	2
Recruiter I	Associate-level position supporting HR/Recruiting team. Will perform duties such as resume review, phone and in-person screening of candidates, and managing applicant tracking system. May supervise HR/Recruiting administrative staff.	High School	1
Recruiter II	Associate to mid-senior level position providing oversight and supervision to HR/Recruiting team. Will perform duties of Recruiter I in addition to working closely with hiring managers for job requisitions, creating and making job offers, and creating strategic sourcing plans. May also attend external events for networking and candidate pipeline development.	Bachelor's Degree	4
Recruiter III	Mid to senior-level position that supervises recruiting capability of organization. Will perform duties of Recruiter I and II in addition to overseeing full-cycle recruiting process, facilitating new hire onboarding/orientation, and ensuring compliance of all paperwork. May also support larger HR initiatives, projects, and events.	Bachelor's Degree	6
Recruiting Assistant	This role provides all-around administrative support to a recruiting or HR team. Duties include data entry, uploading resumes into an applicant tracking system, gathering candidate paperwork (resumes, references, and background checks), updating job descriptions. Assist with the onboarding process: gather tax forms, I-9 form, benefits paperwork, and other related paperwork.	High School	0
Recruiting Coordinator	Has the ability to perform all the duties of a Recruiting Assistant. Provides more substantive administrative support to recruiters. Duties include coordinating interviews, working closely with hiring managers to update job descriptions, conducting background and reference checks.	High School	2
Research Associate	Associate-level research and project management position. Duties may include performing high-level research for variety of projects, providing strategic advice and briefing documents, and managing database, coding data, and pulling reports. Will likely work with fellows and/or C-Suite staff and assist with editing and proofreading.	High School	1
Resource Management Specialist	Mid-level role providing internal resources and client resources to support staffing and profitability. Typical duties include managing staffing allocations, generating reports, training staff on systems and processes, and other clerical functions.	Associate's Degree	2
Salesforce Assistant	Associate-level database management position. Will perform duties such as running basic and advanced reports, customizing fields and templates, and performing monthly reconciliations. Will likely work across many teams and provide troubleshooting assistance.	High School	2
Scanning Assistant	Entry-level administrative support. Will assist with scanning documents, data entry, and filing. May work with confidential documents and assist with maintenance of office equipment.	High School	0
Staff Assistant	Basic administrative and clerical work to support individuals, departments, and/or all staff. Duties may include answering phones and responding to email correspondence, calendar management and scheduling meetings, and researching for projects and presentations. May also assist with projects like website and social media management and attending external meetings and events in professional capacity.	High School	1
Support Analyst	Administrative, customer service, and project management position in support of educational programs. Duties may include tracking and managing workflows and deadlines in database, responding to help tickets and questions, and drafting and sending communications to participants. Will work across teams and with external individuals.	High School	2

Labor Category	Labor Category Description	Minimum Education	Minimum Years of Experience
Transcriptionist I	Entry-level administrative position. Duties may include taking meeting minutes and notes, editing and proofreading, and submitting as final draft. Will require attending meetings.	High School	0
Transcriptionist II	Duties may include those of Transcriptionist I in addition to listening/watching audio/video productions and transcribing accurate information or doing the same with handwritten notes. May also provide other word processing, proofreading, and editing services.	High School	2
Website Development Assistant	Associate-level administrative and technical position assisting with creation of new website content. Duties may include building, formatting, and optimizing web pages, testing and troubleshooting systems, and reporting on metrics. May require advanced technical responsibilities with HTML, website content management systems, Photoshop, and more.	High School	2

