



Program Assistant

REPORTS TO: Director of Community Initiatives

STATUS: Part-Time

CLASSIFICATION: Non-Exempt

LOCATION: Columbia

I. Position Summary

The program assistant fulfills administrative needs for prevention initiatives programming with emphasis on the Strengthening Families Program (SFP). Duties may include coordination of meetings, contract processing, follow-through with program sub-recipients, and maintenance of program timelines.

II. Duties and Responsibilities

Maintain project timelines, providing staff with deadline reminders.

Assist with planning, organizing, implementing, and evaluating Children's Trust Strengthening Families Program educational and training efforts, including support for contracted training deliverables and planning, registration, and coordination with other departments.

Assist with coordinating and supporting SFP monthly team meetings; attend monthly SFP team meetings, take and upload notes into SharePoint.

Assist in compiling and preparing information for grant contracted reports.

Respond to direct requests for information and/or forward messages to appropriate staff.

Coordinate all program related meetings, prepare meeting packets, and ensure that snack/lunch is available; create and update meeting agendas and take notes during meetings and program calls.

Prepare materials for meetings, training sessions and other programming activities; collect and maintain training/attendance data for designated program team members.

Serve as documenter/synthesizer and assist program team with work plan development and accountability during new project development.

Support travel and hotel arrangements as needed, coordinate event planning with Children's Trust event planner.

Respond to staff requests for administrative/technical support as needed, including support with Raisers Edge NXT.

Support maintenance of ongoing contact with prevention professionals including evaluations, coordination of on-site and regional trainings, and contact for technical assistance needs.

Ensure all program-related in-house meeting dates and master contact/distribution lists are reconciled with the executive assistant and the event planner.

Provide support for front office reception function as needed, including greeting guests and answering the phone when the executive assistant is at lunch or out of the office.

Serve as a positive, proactive voice for Children's Trust through social media, public speaking, public relations and/or representation at training and events; build capacity and knowledge of agency.

Perform other duties and responsibilities as requested with an appropriate sense of humor, positive and professional attitude, and team spirit.

III. Qualifications

Minimum two-year office administrative support experience is preferred; some college preferred.

Be a critical thinker, well-organized, and detail-oriented; have proficient or expert communication (oral and written skills); demonstrated ability to be proactive and take initiatives; work both independently and in team setting; prioritize and manage multiple tasks.

Have good judgement, empathy, adaptability, and level-headed attitude; demonstrate proficient or expert interpersonal skills when interfacing with partners; be assertive and persuasive when necessary while maintaining positive and productive relationships.

Manage light to moderate carrying and lifting of items.

This is a grant funded position and subject to change based on funding requirements.

Have proficiency in all Microsoft Products with specific skills in Excel. Ability to utilize Raisers Edge NXT, Trello, and SharePoint.

Children' Trust provides equal employment opportunity to all individuals regardless of their race, color, creed, religion, gender, age, sexual orientation, national origin, disability, veteran status, or any other characteristic protected by state, federal, or local law.

The forgoing statements describes the general purpose and responsibilities to this job and are not an all-inclusive list of all responsibilities and duties that may be assigned or skills that may be required. Children's Trust believes that each employee makes a significant contribution to our success; this position description is designed to outline primary duties, qualifications, and job scope, but not limit the organization to adjust the work identified; it is our expectation that each employee will offer his/her services wherever and whenever necessary to ensure the successes of our endeavors.