



## Program Assistant

**REPORTS TO:** Director of Program Integration

**STATUS:** Full-Time

**CLASSIFICATION:** Non-Exempt

**LOCATION:** Columbia

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### I. Position Summary

The program assistant fulfills administrative needs for prevention programming with emphasis on community initiatives, home visiting and other prevention initiatives, and prevention conference support. Duties may include coordination of meetings, contract processing, follow-through with program sub-recipients/sub-contractors, and maintenance of program timelines.

### II. Duties and Responsibilities

Maintain project timelines and providing staff with deadline reminders.

Assist with planning, organizing, implementing and evaluating Children's Trust home visiting, including support for contracted training deliverables and conferences related events for home visiting and prevention initiatives (pre-conference planning, registration, coordination with other agency departments, etc.). This support may also include supporting the director of program integration in the development of expansion and/or new prevention programming opportunities.

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

Coordinate assigned programming 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 home visiting and/or new prevention initiative team members.

Serve as documenter/synthesizer and assist assigned team with work plan development and accountability during new project development; assist with coordinating and supporting team meetings.

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

Respond to assigned team requests for administrative/technical support as needed, including support with software platform and systems.

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

Ensure assigned 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.

Use software platforms and systems, including but not limited to Trello, Zoom, Microsoft Word and Excel, and the Blackbaud suite of products, to plan, execute and report on work progress and products.

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 team member will offer their services wherever and whenever necessary to ensure the success of our endeavors

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

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.

### **III. Qualifications**

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

Excel at details, multi-task, work independently and set priorities.

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; manage budgets and assist with writing grants and grant reports when needed.

Solve problems and act effectively and efficiently under pressure.

Follow through with all projects and assignments and meet scheduled timelines.

Work well in team environment being assertive and persuasive as necessary.

Manage light to moderate carrying and lifting of items.

Have proficiency in all Microsoft Products; ability to use SharePoint, Trello, Microsoft Teams, Raiser's Edge and Zoom.

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

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.

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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.