



Program Assistant Job Posting

Position: Program Assistant

Job Type: Full-time Nonexempt

Reports to: Program Coordinator

General Description: Assists in the implementation and maintenance of programs. Schedule programs, staff, and volunteers; Assists clients; Maintains all applicable records and program materials. A successful candidate must pass a background check.

Qualifications and Competencies:

- College graduate preferred
- Minimum of 1 year of work experience preferred
- Ethical Practice
- Excellent organizational skills
- Detail oriented
- Excellent written skills
- Power Point/Excel/Word/Publisher skills
- Verbal communication skills
- Great computer skills
- Great professional conduct

Essential Duties and Responsibilities:

- Maintains and updates databases, spreadsheets, and files utilizing various computer software for program deliverables.
- Follow-up, document and expedite actions internally and with client, volunteers and vendors when required for the successful program execution.
- Assist with registration process for Special Reach programs, including participant, staff, and volunteer applications, screening, data entry in tracking spreadsheets, parent forms, scheduling, etc.
- Attend programs (including resource fairs) for administrative and hands-on assistance including some night and weekend events.
- Prepares for all programs including, but not limited to, ordering supplies, errands, preparing participant, staff and volunteer rosters, preparing supply bins, inventory of items from storage unit, etc., setting up/breaking down at event, assisting with volunteer assignments, and fundraising.
- Compliance of established Special Reach standards, policies and procedures.

- Weekly status reports.
- Other duties as assigned.

Physical Requirements:

- Must be able to lift and move up to 30lbs.

Compensation: \$18-\$20 per hour commensurate with experience and expertise.

Benefits:

- Medical, dental, and vision insurance.
- Retirement benefits.
- At least nine (9) paid holidays annually.
- Agency-wide year-end closure.
- Paid Time Off

Work Environment

This role involves both office and some outdoor settings. Candidates must be able to perform essential duties in a climate-controlled office environment and in outdoor conditions that may vary with the weather.

If you are passionate about making a difference in the lives of children with developmental differences and thrive in a collaborative, mission-driven environment, we encourage you to apply.

**To begin the interview process, send resume and cover letter to Hannah Hawkins at
info@specialreach.org**