



Community Action Partnership Position Description

Program Assistant, Administration & Membership

SUMMARY

Under the immediate supervision of the CEO, the Program Assistant performs activities in support of the entire agency and its staff. The Program Assistant will also assist with project activities across the Partnership's grants. This is a full-time position. Rate of pay is \$20/per hour. Eligible for employee sponsored health benefits and overtime pay.

TO APPLY: Send cover letter and resume to jobs@communityactionpartnership.com.
Include "Program Assistant" in the Subject Line of the email.

DUTIES AND RESPONSIBILITIES/ESSENTIAL FUNCTIONS

- Managing the CEO's calendar
- Providing general clerical support
- Recording and archiving minutes for various internal and external meetings
- Conducting research
- Preparing reports, presentations, and financial data
- Assisting with meeting, conference call, and webinar coordination and implementation
- Assisting with website, social media, and general communications coordination and implementation
- Assisting with database management
- Proofreading communication materials
- Support management activities, including participating in budget development, grant reporting, and grant writing
- Other duties as assigned by the CEO

SUPERVISORY RESPONSIBILITIES

There are no supervisory responsibilities associated with this position.

QUALIFICATIONS

- At least 2 years of experience in the human service sector with a focus on anti-poverty or similar programs

- At least 2 years of experience in an administration or operations role for nonprofits or associations with increasing responsibility
- Excellent oral, written, and group communication skills.
- Excellent Excel skills.
- Excellent WebEx and Zoom skills.
- Excellent interpersonal skills and high ethical standards.
- Excellent organizational skills.
- Sensitivity to diverse cultures, races, and low-income family situations.
- Ability to think creatively and be a key contributor to Partnership goals.
- Preferred four-year Bachelor of Arts or Sciences degree

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions:

While performing the duties of this job, the employee is occasionally required to stand; walk; sit; use hands to finger, handle, or feel; reach with hands and arms; climb or balance; stoop, kneel, crouch, or crawl; and talk or hear. The employee must occasionally lift and/or move up to 10 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, and ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions:

- The noise level in the regular work environment is usually moderate.
- The ability to travel for activities such as meetings, classes, and workshops in and out of the area.
- Must be able to travel by air to attend training, conferences, project sites, and related activities.