

CobbWorks Job Description

Job Title: Program Assistant
Reports to: Director of Operations/EO Officer
FLSA Status: Non Exempt
Salary Range: \$36,720 - \$39,000

Summary

Provides administrative support to the executive director, management staff, and board of directors. Prepares programmatic and administrative reviews and reports; handles information requests; performs clerical functions (filing, faxing, word processing); prepares correspondence; receives phone calls and visitors; assists in the development and monitoring of budgets, grants and contracts; supports the creation and dissemination of marketing materials (includes assisting with web-site maintenance); provides support for facility and equipment maintenance; and manages procurement and purchasing of goods and services. Acts as the liaison for the board, its members and associates. Schedules and plans board and committee meetings. Records and disseminates meeting correspondence. Handles other duties as assigned.

Essential Duties and Responsibilities

1. Provide administrative support to the executive director, director of operations, management staff, and board of directors.

- Files and retrieves corporation documents, records, and reports;
- Interprets administrative and operating policies and procedures for employees, contractors, and partner organizations;
- Plans meetings and conferences, preparing and communicating relevant information to attendees;
- Prepares records and reports, such as recommendations for solutions of administrative problems and annual reports;
- Reads and answers correspondence;
- Studies management and operating methods to improve workflow, simplify reporting procedures, or implement cost reductions;
- Performs clerical functions such as copying, emailing, faxing, word processing, database management, and spread sheet development; and
- Records and publishes board and committee meeting minutes.

2. Assist in the marketing and public relations initiatives of the organization.

- Assists in the writing and distribution of press releases and information packets;
- Updates the facility events calendar for internal and external audiences, such as on the portal and website;
- Assists in the creation and dissemination of email newsletters;
- Assists in the maintenance of the organization's web site; and
- Attends public functions and meetings in the absence of other staff.

3. Functions as board liaison.

- Prepares and disseminates relevant information to board members, staff, and other appropriate persons;
- Schedules and plans board and committee meetings;
- Records and publishes board and committee minutes; and
- Performs clerical functions as necessary for the board.

4. Assist with internal Human Resource procedures.

- Prepares and maintains new hire packets for employee recruitment;
- Assists in the recruitment process of potential employees, such as posting job announcements, facilitating hiring assessments, and scheduling interviews; and
- Assists staff with new hire policies and procedures.

5. Assist in the procurement of goods and services for the organization.

- Assists with maintaining all internal procurement reference materials, policies, and procedures;
- Maintains and manages all purchasing tracking documents and procedures;
- Assists with managing potential vendor files, preparing and soliciting quotes for goods, and maintaining all required documentation;
- Assists in the distribution of requests for proposals and manage receipt of proposals; and
- Maintains and manages inventory of goods and equipment.

6. Assist with support for computer, technology, and facility needs.

- Provides technical assistance troubleshooting computer hardware and software issues as needed;
- Provides technical assistance troubleshooting machine and equipment malfunctions as needed;
- Assists with identifying and reporting facility issues; and
- Completing and preparing inspection reports.

General Knowledge, Skills and Abilities

- Knowledge of administrative and clerical procedures and systems such as word processing systems, filing and records management systems, stenography and transcription, form design principles, and other office procedures and terminology;
- Knowledge of principles and processes involved in business and organizational planning, coordination, and execution. This includes strategic planning, resource allocation, manpower modeling, leadership techniques, and production methods;
- Knowledge of current and emerging trends in technologies, techniques, issues, and approaches in area of expertise;
- Knowledge of human resources concepts, practices, policies, and procedures;
- Knowledge of design software and technical skills preferred;
- Skill in organizing resources and establishing priorities;
- Demonstrated ability to maintain confidentiality;
- Records maintenance skills; and
- Ability to make administrative/procedural decisions and judgments.

Education/Experience

High School Graduate or GED Required; Associate's degree (A. A.) or Bachelor's degree (B.A.) preferred, or equivalent from two-year college or technical school; or three years related experience and/or training; or equivalent combination of education and experience.

Language Ability

Ability to communicate effectively, both orally and in writing. Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively before groups of customers or employees of

organization. Knowledge of the structure and content of the English language including the meaning and spelling of words, rules of composition, and grammar. Ability to gather data, compile information, and prepare reports.

Math Ability

Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference, and volume. Ability to apply concepts of basic algebra and geometry.

Reasoning Ability

Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

Computer Skills

To perform this job successfully, an individual should have knowledge of word processing and spreadsheet software. Database management skills. Design software skills.

Certificates and Licenses

No certifications needed.

Supervisory Responsibilities

This job has no supervisory responsibilities.

Work Environment

The noise level in the work environment is usually moderate.

Physical Demands

While performing the duties of this job, the employee is regularly required to sit. The employee is frequently required to talk or hear. The employee is occasionally required to stand and walk. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision and ability to adjust focus.

This job description should not be construed to imply that these requirements are the exclusive standards of the position. Incumbents will follow any other instructions and perform other related duties as may be required by their supervisor. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of the job.

Approved: Supervisor/Manager

Date

Acknowledged: Employee

Date