

## **PROGRAM/ADMINISTRATIVE SUPPORT**

Contracted hours: 10-20 hours/week.

Hybrid – Requires attendance at 3-4 programs/month, other time is flexible

\$18.50 - \$22.00/hour depending on level of experience

### **Summary:**

Contracted support position/s will ensure that PCD programs adhere to established schedules, specs, and budgets, as well as facilitate the efficient operation of a variety of clerical/admin tasks.

### **Duties /Responsibilities:**

- Coordinates planning/execution of programs to established specifications, timelines & budgets.
- Regularly communicates with presenters and school personnel to arrange meetings, confirm program schedules, discuss program details and/or challenges.
- Ensures that presenters and school personnel are regularly informed of program status.
- Regularly communicates with Program and Operations Director regarding program's status and any challenges or potential challenges.
- Maintains and distributes weekly e-newsletter.
- Answers and directs phone calls when necessary.
- Maintains filing systems as assigned.
- Retrieves information as requested from records, email, minutes and other documents; prepares written summaries as needed.
- Responds to and resolves administrative inquiries and questions.
- Prepares agendas and schedules for meetings.
- Records and distributes minutes or other records for meetings.
- Compiles program/event survey data.
- Monitors office supply requirements.
- Performs other duties as assigned.

### **Supervisory Responsibilities:**

- May coordinate and direct volunteers for PCD events.
- May assist in trainings.

### **Skills Required:**

- Excellent organizational skills and attention to detail.
- Excellent verbal and written communication skills.
- Excellent interpersonal and customer service skills.
- Excellent time management skills with proven ability to meet deadlines.
- Strong analytical and problem-solving skills.
- Ability to function in a high-paced and sometimes stressful environment.
- Proficient with Microsoft Suite and related software

### **Education and Experience:**

- HS diploma or GED required.
- Associate's or Bachelor's degree preferred.
- 1-2 years of related experience required.

### **Physical Requirements:**

- Prolonged period of sitting at a desk and working on a computer
- Must be able to lift up to 20 pounds at times.