

Program Assistant (30-35 hrs \$13-\$15 / hr)

Schedule may vary and will require occasional evenings and weekends

Description:

Caring Community Friends, Inc. is looking for a dynamic, compassionate individual to assist with the logistics, organization and overall success of agency programs.

Responsibilities

- Help plan and coordinate volunteers for various programs and their activities.
- Assist with planning and coordination of programs and their activities
- Monitor implementation of program policies and practices
- Performs administrative support tasks and assists in organizing programs and activities
- Work to keep programs on schedule, within stated budgets and functioning smoothly
- Support program growth and development as necessary
- Create and maintain program records, reports, presentations and proposals
- Promote healthy and positive relationships with clients, co-workers, volunteers, and the larger community.
- Performs other duties as assigned.

Qualifications / Experience

- Strong leadership
- Self-motivated with the ability to work well under pressure
- Ability to communicate effectively orally and in writing with administration, staff, volunteers, clients, and external individuals and entities
- Effectively multi-task, prioritize projects, problem solve, make decisions and meet deadlines under pressure in a fast-paced work environment.
- Experience managing volunteers or working within a non-profit organization a plus
- Excellent interpersonal and communication skills and ability to maintain confidentiality
- Ability to facilitate teamwork and help to maintain organizational control of programs

Physical Requirements:

- Must be able to lift and carry product, equipment and supplies up to 50 pounds (unassisted) and 75 pounds (with assistance)
- Regularly stand, bend, lift, and move intermittently during shift

Education:

- Associate or bachelor's degree preferred.
- Valid Oklahoma Driver's License
- Language/Mathematical Skills & Reasoning Ability
- Proficient in basic computing including Microsoft applications
- Strong Verbal and Written Communication Skills
- Proficient in Microsoft Office (Outlook, Excel, Word) and Google Docs
- Food Handlers Certification (training can be completed upon hire)