

## Job Description

**Position Title:** Program Administrative Assistant  
**Reports To:** Director of Program and Training  
**Status:** Part-time time (20 hours/week), non-exempt  
**Compensation:** \$18 to \$20/hour depending on experience

### Position Summary:

The Program Administrative Assistant will provide administrative and technical support for the development and maintenance of high-quality trainings and services for Community Matters. The Program Administrative Assistant will also aid the Director of Program and Training to support the pool of independently contracted trainers.

### Key Responsibilities:

- Support the development of new program and training designs, customized services, and ongoing program improvements.
- Format training designs using Microsoft Word, PowerPoint and Canva applications.
- Assist the Director with support for and communications with independently contracted trainers including receiving and tracking of trainer packet submissions and monitoring of timely submission of trainer invoices and expense reports.
- In collaboration with the other CM departments gather, aggregate, and support the analysis of feedback about program quality and impacts of program materials and presentations.
- Compile and generate qualitative and quantitative reports for stakeholders.
- Participate in the development and maintenance of processes and procedures for the Program and Training Department.
- Provide support for interdepartmental communications and related material development.
- Support the coordination of trainer related events, such as the annual Trainer Retreat, Training of the Trainers, virtual meetings, and other events to support our trainers.
- Participate in staff meetings, CM events, and other organizational activities as needed.
- Additional duties as the position evolves.

### Minimum Qualifications:

- Excellent planning, prioritizing, coordinating, writing and verbal communication skills.
- Highly proficient with Microsoft Office 365 (Word, Excel, PowerPoint, etc.) and open to learning new databases and applications.
- Competent with online applications such as Google Drive, Canva, and Zoom.
- Must be self-motivated, able to work individually and collaborative on a team.
- Ability to adapt and effectively work with people from diverse backgrounds.
- Ability to follow directions, prioritize workload and seek help/guidance when needed.
- Ability to sit for long periods of time.
- Ability to work on a computer for up to 8 hours per day.
- Associate degree or equivalent work experience applicable to key responsibilities.
- Knowledge and/or experience with youth development a plus.
- Bilingual (Spanish) abilities a plus.

Please submit the following to [kimberlyn@community-matters.org](mailto:kimberlyn@community-matters.org)

- Cover letter clearly stating applicant's interest and suitability for the position of Program Administrative Assistant. Please be sure to name the position title.
- Resume, including 2 professional references with contact information

No phone calls or visits please. Position will remain open until filled.

*Community Matters mission is to equip and empower youth and adults to create schools and communities that are safe, welcoming, and inclusive. We are a proud equal opportunity employer that celebrates diversity and strives towards a qualified, diverse team that represents the communities we serve.*