



**POSITION TITLE:** PROGRAMS DEPARTMENT ADMINISTRATIVE ASSOCIATE  
**CLASSIFICATION:** Full-time / Non-exempt  
**REPORTS TO:** Program Director

**POSITION SUMMARY:**

The Program Associate is responsible for administrative, event planning and program support for the Programs Department, which includes the Community Relations Council (CRC), Cultural Arts, Leon Family Art Gallery, Seniors Programs, Jewish Life and Learning, BeAR.

**PRIMARY DUTIES AND RESPONSIBILITIES:**

- Database maintenance of program information, and mass phone, mailing and emailing functions
- Coordinate meetings via email and postal mail notices
- Collaborate in the development and management of educational materials and notes, agenda planning and recruitment of speakers and attendees
- Book, Oversee and/or prepare room set-ups for all meetings; including (catering, as required), all meeting items/packets and publications for distribution at meetings
- Assist Directors in event management for events, activities, programs, and the coordination of volunteers; Coordinate travel arrangements
- Research and facilitate grant-writing
- Collaborate with other staff members and community partners on related projects
- Create and implement social media outreach to the community
- Willingness to work evenings, weekends and holidays as required
- Other duties as assigned.

**REQUIRED QUALIFICATIONS:**

- A minimum of 2 years of administrative experience, civic and community engagement, non-profit, public affairs or related fields
- Proven proficiency in the advanced use of MS Office applications including Excel, PowerPoint, Outlook and Publisher.
- Excellent interpersonal, research, written, verbal communication and proofreading skills
- Experience working collaboratively and effectively with diverse volunteers and colleagues
- Familiarity with social media platforms in order to use these tools to disseminate information and messaging
- Ability to multi-task and prioritize; take initiative; must be detail oriented
- Relationship building skills, ability to foster working relationships with multicultural groups and various faith based audiences.

**PREFERRED QUALIFICATIONS:**

- Associate's Degree in Business, Public Administration, or other related and appropriate field, preferred.
- General research skills including print and internet-based.