JOB DESCRIPTION: Program Assistant

Full Time/Part Time: Initially part time, expectation that position will become full time during next six months
FLSA Status: Hourly
Supervisor: President
Date Prepared: 7/20/06
Contact: Wendy B. Brown, President, wbrown@thecne.org

GENERAL SUMMARY:

The successful candidate will have primary responsibility for establishing office procedures and providing operational and administrative assistance to the President. This professional will participate in setting the goals for the organization and ensure their implementation.

SPECIFIC DUTIES AND RESPONSIBILITIES:

• Create, enhance and improve electronic and web-based data management capability. Responsible for publishing and maintaining a new website with links to a myriad of other sites. Responsibility also includes researching & summarizing educational opportunities, business periodicals and journals, and job postings to the website.
• Act as primary program administrator for management workshops, and other events.
• Serve as first point of official contact for the Center for Nonprofit Excellence. Explain services and establish the file and data on the members. Provide information on the library and linked resources.
• Provide financial and accounting support to manage budget and all office costs. Maintains total cost records.
• Provide administrative support, word processing, record keeping, and processing duties. Responsible for initiating correspondence and fielding inquiries from members of the public.
• Complete other projects and tasks as assigned.

SKILLS:
Proficiency in word-processing, spreadsheet, presentation, graphics and database software required as well as website design and publishing.

Proficiency utilizing Internet browsers as resources to identify statistics, trends and other information.

Must have understanding of database technology and web-based applications. Experience in development of web content preferred.

**KNOWLEDGE & ABILITIES:**

- Ability to relate to people of diverse backgrounds, training, and experience.
- Must possess strong interpersonal skills.
- Must have the ability to prioritize and manage multiple tasks simultaneously.
- Ability to respond promptly to customer needs; solicit customer feedback to improve service and maintain confidentiality.
- Ability to work independently in small office.

For the right person, this is a rewarding position that entails continual learning and interaction with professionals in a range of non-profit fields in work that meets real social needs and makes a better community.