the richstone family center

**Position Title: Program Assistant**

Supervisor: Program Manager

General Function: The Program Assistant is responsible for answering phones, inventory of supplies, inputting collected data into a database on a consistent basis, and assisting in planning and facilitating outreach meetings and presentations. The Program Assistant will assist with data collection and tracking to keep in line with grant compliance and the PAT model. Assist and support quality assurance by checking that all necessary information is in client files and matches the information entered into database.

**Responsibilities**:

* Maintain inventory of supplies and help with supply purchasing.
* Help with making copies, flyers, filing, organizing office and other receptionist duties for the office.
* Provide note-taking at meetings and trainings.
* Consistently maintains & reviews accurate records of service in web-based database; maintains participant files; submits necessary documentation in a timely manner.
* Assisting Program Manager with collection of data for reports on a weekly, monthly and quarterly basis.
* Point person in helping build and maintain the resource & referral network.
* Attend meetings, trainings and other related activities as directed by supervisor.
* Assist in planning and facilitating outreach meetings and presentations.
* Perform childcare duties during in-house parent meetings and classes.
* Mandated child abuse reporting as necessary.
* Perform other duties as required.
* Uphold Richstone’s mission and philosophy of protecting children and preventing child abuse by building strong families.

**Qualifications**:

* AA required, BA in related field strongly preferred.
* Minimum one (1) year of experience as a program assistant in non-profit preferred.
* Fully bilingual and bi-literate in English and Spanish.
* Excellent computer literacy skills; ability to use databases, iPad, and online curriculums.
* Excellent communications skills both written and verbal.
* Good judgment and problem solving skills.
* Strong organizational skills, ability to work well independently and as a member of a team.
* Excellent research skills.
* Ability to maintain confidentiality.

**Conditions**:

* Must pass DOJ background check

**Evaluation**:

* Annual Performance Evaluation & Ongoing Evaluation as needed

**Hours and Compensation**:

* This is a full-time position, up to 40 hours per week
* Health insurance, 401(k) retirement plan, paid holidays & vacation days included.