



## **POSITION TITLE**

Program Assistant

## **JOB PURPOSE**

Essential to the growth and focus of Companions for Children, the primary function of this position is to assist the Executive Director and Service Coordinator with duties as assigned.

## **ESSENTIAL FUNCTIONS**

- To adhere to Companions for Children's confidentiality guidelines to ensure privacy of the families and mentors in the program
- To function as an effective team member; including attending monthly staff meetings
- To maintain updated contact information for mentors, families, donors, sponsors, and other pertinent stakeholders
- To maintain our school-based youth mentoring program; Lunch Pals calendar and be the primary point of contact for mentors for scheduling purposes.
- To maintain a rotation of document reviews to ensure all documents are reviewed and updated annually
- To scan and upload necessary documents into the content management system
- To assist with the screening procedure as requested by the Service Coordinator; including, but not limited to reference calls, file preparation, intake paperwork, and updating documents as necessary
- To attend meetings as a note taker as requested by the Executive Director
- To maintain Companions for Children's social media platforms according to the marketing plan
- To develop and distribute routine correspondence with donors and mentors in the form of monthly and quarterly newsletters
- To coordinate all donor acknowledgement materials and assist the Executive Director with donor relations and scheduling
- To update the office calendar, schedule meetings, send meeting text message reminders, and prepare meeting documents as requested
- To represent the organization at community events when requested

- To run errands as necessary, mileage reimbursed
- To assist with all aspects of fundraising for the organization
- To coordinate volunteers for special events
- To coordinate travel arrangements for staff as necessary
- To performed various office tasks as delegated by the Executive Director

## **ADDITIONAL FUNCTIONS AND RESPONSIBILITIES**

- Maintain an organized and clean office space
- Support the mission, vision and values of Companions for Children
- Apply personal ethics, honesty, initiative, flexibility, responsibility and confidentiality in all areas of responsibility
- Possess an enthusiastic, energetic, self-motivated, and detail orientated approach towards work
- Possess strong problem solving and decision-making skills while using good judgement
- Maintain a positive work atmosphere by acting and communicating in a manner so that you get along with parents/guardians, children, mentors, staff and the Board of Directors
- Actively follow Companions for Children's policies and procedures
- Perform other duties as assigned

*Note: The Executive Director reserves the right to assign or reassign functions and responsibilities to this job description at any time*

## **EXPERIENCE AND EDUCATION**

- High School Diploma
- Computer literacy required, specifically Microsoft Office
- Excellent oral and written communication skills reflecting solid customer service both in-person and telephone
- Ability to collect meaningful data and draw solid conclusions

## **WORK ENVIRONMENT AND PHYSICAL DEMANDS**

- The employee is occasionally required to reach with hands and arms, stoop, kneel or crouch. The employee must occasionally lift and/or carry loads of up to 25 pounds.
- The noise level in the work environment is quite to moderate.
- Employees may be required to work in excess of their regular hours per the Executive Directors request. In addition to working outside normal business

hours such as evenings and weekends. Details will be discussed during interviews.

- Occasional travel required

## **REPORTS TO**

Executive Director

## **HOURS**

Hours and hourly pay TBD – Dependent on the right candidate

Flexible scheduling available

No benefits

## **HOW TO APPLY**

Please email resume to Heather Cymbaluk, Executive Director at [children@srt.com](mailto:children@srt.com) or call Companions for Children's office for more information at (701) 838-5784.

*The above statements are intended to describe the general nature and level of work being performed by people assigned to this job. They are not intended to be an exhaustive list of all responsibilities, duties and skills required for the job.*

*Companions for Children will make reasonable accommodations in compliance with the Americans with Disabilities Act.*