

POSITION: PROGRAM ASSISTANT
LOCATION: BIG BROTHERS BIG SISTERS PROGRAM
RESPONSIBLE TO: BBBS DIRECTOR
GRADE: 6 /NON-EXEMPT

QUALIFICATIONS:

- Associate degree in a community services field and two (2) years of office and/or community services experience, or high school diploma/GED and four (4) years of relevant experience.
- Work experience should include human services and/or youth programming.
- Good oral and written communication skills.
- Proficiency with common data processing computer applications.
- Basic knowledge and/or experience in grant writing preferred.
- Budgeting experience preferred.

RESPONSIBILITIES:

1. Track volunteer and child waiting list status for each individual contact to include preparation and mailing of packets and applications as well as any follow up as necessary.
 - a. Forward completed applications to Mentor Managers for further processing
 - b. Assist in conducting appropriate background checks and references on potential volunteers.
 - c. Review returned volunteer applications and prepare and process reference requests in a timely manner; forward completed volunteer applications to Mentor Managers for follow up.
2. Provide all statistical information and reporting requirements to fiscal office, funding sources and BBBS of America.
3. Participate and assist in the planning and coordination of program and activities.
4. Initiate purchase orders and cash disbursements as well as track all expenses to verify allowable grant expenditures.
5. Communicate with Advisory Council President and Secretary to coordinate all regular Advisory Council meetings and special events.
6. Assist the Director and Mentor Managers to establish and maintain filing system, and perform other office duties to include data processing, filing updates, and generating reports as needed.
7. Assist Director with programming activities. Attend meetings representing Director in his/her absence.
8. Assist Director with training of volunteers and new staff.
9. Maintain confidentiality of all matches and all other program information.
10. Adhere to relevant health and safety policies and procedures.
11. Perform all other duties as assigned.

EOE/AA/M/F/D/V