

Date of Last Update: 11/17

Job Title: Program Assistant

Reports to: Director of Collective Impact

Job Level/Status: Part Time



Program:

The United Way of Delaware County (UWDC) Strengthening Families Initiative (www.delawarecountyfamilies.org), a collective impact innovation, seeks to increase the capacity for middle school after-school activities focusing on youth development and mentoring and, also, increasing early childhood social, emotional and behavioral health development opportunities. United Way of Delaware County's collective impact models encourage cross-sector partnerships, shared goals and data-driven results. Strengthening Families supports collaboration, coordination and capacity building among multiple organizations centered around agreed upon strategies and goals based on the 2015 United Way of Delaware County Community Needs Assessment and the Delaware County MAPP.

Position Summary:

The Program Assistant, a part-time position, will support the ongoing programming of the Strengthening Families (SF) Initiative through day-to-day customer service and administrative tasks. Due to the fluid nature of both the programs and the position, other duties and tasks may be assigned as necessary.

Job Responsibilities and Duties:

- Help to greet and direct guests, volunteers and program partners as they arrive.
- Perform opening and closing procedures, i.e., updating signage, restocking supplies, ensuring that each room is safe and clean.
- Utilize Microsoft Office suite to prepare and manage sign-in sheets.
- Assist with management of toy library inventory.

Core Competencies:

Detail-Oriented

Willingness to follow through on requests and meet deadlines, as well as anticipate needs with a desire to help.

Work Style

Must work well independently and be a team player with respect for the diverse cultures and experiences of others. Exhibits flexibility and is highly organized, detail-oriented and creative.

Customer Service-Focused

Ability to provide excellent customer service to participants, volunteers and staff members. Focus on professional demeanor and attitude, independent judgment, and strong interpersonal skills.

Communicates Effectively

Communicates in an open, candid and consistent manner; delivers information effectively in a variety of settings including one-on-one and team settings.

Job Requirements:

Hours: Typical week includes 2:30 – 7pm Tuesday through Thursday; Occasional meetings and events outside of these hours, as well.

Estimated Start Date: December 5, 2017

Job Location: Position is based in the Willis Education Center and requires the employee to work at the United Way of Delaware County Strengthening Families office (74 W William St, Delaware, OH 43015).

Point of Contact: Brande Urban, Director of Collective Impact

How to Apply: Please submit a resume/CV: burban@uwaydelaware.org
Please place “Program Assistant -Strengthening Families” in the subject line of the email when applying.