

**Job Title**

Program Assistant

Target Start Date

October 2021

Reports To

The program assistant reports directly to the Director.

Job Overview

The program assistant directly assists the Director in program preparation, implementation, and quality management.

Duties:

- **AmeriCorps Member Recruitment**
 - Arrange recruitment opportunities for the Director by emailing professors, club leadership, career services, religious organizations, etc.
 - Post job openings on college job boards
 - Identify and register for job fairs and other on-campus recruiting opportunities
- **AmeriCorps Member Hiring**
 - Oversee communication with potential hires
 - Manage all application paperwork
 - Schedule phone interviews for the Director
 - Send hiring emails and member training information
- **AmeriCorps Compliance**
 - Manage the AmeriCorps member timekeeping system-OnCorps
 - Keep track of member hours throughout the summer
 - Oversee background checks
 - Ensure all member paperwork is submitted and valid according to AmeriCorps standards
 - Assist in submitting payroll information to human resources as needed
- **Data Collection**
 - Create data collection tools, such as excel spreadsheets, surveys, attendance logs, etc.
 - Summer: Communicate with team coordinators and reading coordinators weekly to ensure proper and accurate collection and submission of data.
 - Compile all data into spreadsheets to be submitted to PT National



- Compile all volunteer and member data into Network for Good for future communication
- Manage and update alumni database and communications
- **Program Quality Development**
 - Review curriculum and reading program resources
 - Research new opportunities for serving nonreaders
 - Research new behavior management tools, classroom management tools, and other education- based tools for member training.
- **Member Programming**
 - Assist the Executive Director in planning and organizing member training and Friday Experiences.
 - Assist the Executive Director in developing community and personal growth opportunities for members.
- **Marketing**
 - Manage Social Media Platforms
 - Create weekly social content
 - Help in the creation and implementation of campaigns and newsletters
- **Other**
 - Perform site visits, as needed.
 - Assist the Executive Director as needed.

Schedule and Compensation for Spring and Fall:

- 12-15 hours per week; \$10/hour
- Time off allowed for university breaks: Spring Break, Fall Break, Thanksgiving Break, and Christmas Break.
- Other time off as needed-should be discussed with the Director.

Schedule and Compensation for Summer (May 15th-August 1st):

- Approximately 30-35 hours per week; \$10/hour
 - Time includes: Office hours, Site visits, Friday Experiences, Celebration Dinner, etc.