



BLU Educational Foundation

POSITION: Program Assistant

POSITION SUMMARY

This multi-tasking position provides program and administrative support to BLU Educational Foundation as directed by the President/CEO and provides support to other staff as assigned.

RESPONSIBILITIES

- Provide logistical support to meetings and other events to ensure successful outcomes; locate meeting sites and arranges catering, audiovisual and other room/meeting requirements, provide other meeting support such as agenda and materials preparation, attend meeting and records and distributes minutes or other meeting documentation
- Edit and type a variety of correspondence, memos and effectively composes other routine correspondence
- Compile and complete reports and presentations for review and approval.
- Coordinate mailings, printing, copies, send email and files as needed to accomplish program activities.
- Answer the organization's telephone and attend to front desk duties as needed
- Maintain data management system for program reporting
- Coordinate program schedules, update calendars and arrange travel logistics
- Recruit new participants for programs
- Coordinate and deliver workshops and presentations to parents, students and community partners
- May supervise, manage Interns, fellows and volunteers when necessary
- Assist with and participate in special events/projects
- Perform other duties as assigned

QUALIFICATIONS

- High level of proficiency in computer programs, software and social media (Microsoft Office programs, Graphics/Layout programs, proficient use of Internet for research)
- Proficiency in Social Media communication is required.
- Possess strong keyboarding skills Minimum typing speed: **40 WPM**
- Excellent written, analytical, and oral communication skills
- Ability to communicate and work cooperatively with staff, community partners and organization's constituents
- Must carry self in a professional and ethical manner and maintain strict confidentiality
- Ability to carry out presentations before groups
- Reliable and timely in carrying out job duties
- Strong organization skills and the ability to meet deadlines
- Must be energetic, self-starter, and be able to multi-task and work independently in an effective manner under pressure
- Flexibility, sense of humor, ability to adapt easily to shifting priorities and deadlines
- Must be well groomed, inclusive of attire and personal hygiene
- Dependability and punctuality a must!



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REQUIREMENTS

Education: Education: Associates Degree or 60 semester units in social sciences, psychology, education, communications/public relations, or a closely related field from an accredited college or university.

Preferred Education: Bachelor's Degree from a regionally accredited college or university

Experience: Two years of demonstrated work within the African American community and/or direct services to underserved/underrepresented communities
AND

Two years of administrative or program coordination experience

Candidate must pass TB test, criminal background checks, have personal transportation available for job related travel, valid California Driver's License and automobile insurance.

SALARY AND BENEFITS

This is a part-time position with an hourly rate of \$13-\$17 per hour. Benefits are not included.

WORK SCHEDULE

25-35 hours per week, Monday thru Friday, will include some evenings & weekends; hours may vary depending on the needs of the organization. Actual schedule will be determined with hired applicant.

APPLICATION PROCESS: This position will be available immediately. Application materials are now being accepted. Review of resumes will begin immediately and continue until the position is filled. The position may close when an adequate number of qualified applications are received.

How to Apply: Interested and QUALIFIED candidates should email the following:

1. Cover Letter - Include qualifications, experience and desire to work with the target population, and future career/educational goals
2. Current Resume
3. Professional References (3) - Include Name, Title & Company/Organization, and phone number

Please send cover letter, resume and references to: **info@bluedfoundation.org**

For information, please visit www.BLUedFoundation.org