

Job Title:	Program Assistant	Position Type:	Part-Time, Temporary
Department:	School Partnerships	Salary Range:	\$ 13.00 per hour
FIS Contact:	Kathleen Mooney, Director kmooney@familiesinschools.org	Date Posted:	September 27, 2011
Submission Requirements:	<ul style="list-style-type: none"> Cover Letter/Resume 	Date Posting Expires:	November 1, 2011

Organization Overview

Families In Schools (FIS) is a nonprofit organization based in downtown Los Angeles, California, whose mission is *to involve parents and communities in their children's education to achieve lifelong success*. FIS views the engagement of parents as a component essential in school reform. To achieve its mission, FIS focuses its efforts in four strategic areas: Community Engagement and Advocacy, Early Education and Family Literacy, College Awareness and Preparation, and School Partnerships. To learn more about FIS programs and services please visit: www.familiesinschools.org.

Job Description

Position Overview:

FIS seeks a professional dedicated to educational reform and parent engagement interested in supporting the mission, vision, and ongoing development of the organization. The individual will provide programmatic support to the School Partnerships department and administrative support to the Director. The position is part-time and non-exempt from overtime, reporting to the organization's Director of School Partnerships.

Responsibilities:

- Provides support to the Director, including but not limited to coordinating incoming and outgoing correspondence; maintaining schedules of meetings and appointments; planning and coordinating travel; processing all cash and credit card reimbursements, and maintaining files
- Assists with the preparation of proposals, grant applications, and curriculum tools
- Assists in coordinating workshops, trainings, teleconferences, webinars and other special events
- Assists with grant-related research, proposal writing, curriculum development, and communications
- Conducts online research and analyzes data
- Prepares purchase orders, check requests, and reimbursements
- Files reports and documents as assigned
- Performs other duties as requested and relevant to the organization's mission

Skills/Qualifications:

- High School Degree, Bachelor's Degree in-progress
- Bilingual in English and Spanish is necessary
- Excellent oral and written communication skills
- Technology savvy and solid proficiency in Microsoft Office Suite (Word, Excel, Power Point, Publisher, Outlook) and Adobe Acrobat Professional
- Exemplary customer satisfaction skills including dealing effectively with the public, in-person, over the telephone and through e-mail
- Strong analytical and critical thinking skills
- Strong interpersonal and human relations skills
- Strong organizational skills
- Passionate in promoting community development through quality education and parent engagement
- Desire to work in the nonprofit field
- Availability to work on weekends and evenings as necessary
- Ability to use good judgment in executing tasks and solving problems
- Ability to accomplish tasks in an adequate time frame
- Ability to work in a fast paced office environment
- Ability to work independently and as a member of a team
- Ability to work on multiple projects simultaneously and effectively
- Can lift up to 25 lbs. (books, materials, supplies, etc.)