

Job Title:	Program Assistant	Position Type:	Full time
Department:	College Awareness & Preparation	Salary:	Up to \$32,000/annual
FIS Contact:	Carolina Hernandez-Malone, Director (chernandez@familiesinschools.org)	Date Posted:	January 23, 2012
Submission Requirements:	<ul style="list-style-type: none"> • Cover Letter/Resume • Writing Sample (2-3 pages) 	Date Posting Expires:	Until filled

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 amotivated individual dedicated to educational reform and parent engagement interested in supporting the mission, vision, and ongoing development of the organization. The individual will provide administrative support tothe College Awareness & Preparations department. This is a full-time non-exempt from overtime position, reporting to the Director of College Awareness & Preparation.

Responsibilities:

- Provides support to the Director and Department, 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.
- Maintains the department's calendar of activities, workshops, trainings, conferences, and inventory.
- Assists with the preparation and coordination of program workshops, trainings, teleconferences, webinars, surveys, evaluations, and other special events.
- Assists with collecting and inputting program data.
- Assists with grant-related research, proposal writing, curriculum development, and communications.
- Prepares purchase orders, check requests, and reimbursements.
- If needed, travel to school sites to assist in the coordination of program evaluation implementation.
- Files reports and documents as assigned.
- Performs other duties and responsibilities as assigned by supervisor.

Skills/Qualifications:

- Associate Degree required or equivalent experience; Bachelor's degree preferred.
- Minimum 2-3 years of experience successfully handling complex administrative work.
- Solutions and detail-oriented with exceptional organizational and time management skills.
- Experience working in low-income communities, schools, and/or community-based (nonprofit) agencies.
- Excellent oral and written communication skills.
- Bilingual in Spanish and English strongly preferred.
- Proficient in Microsoft Office (Word, Excel, Power Point, Publisher, Outlook)and other online tools.
- Ability to work independently and as part of an interdepartmental team.
- A strong commitment to professional excellence.
- Desire to work in the nonprofit field.
- Ability to thrive within a fast-paced, results-driven environment.
- Ability to prioritize tasks and work on multiple projects simultaneously and effectively.
- Access to a car, possession of a valid driver's license, and proof of current automobile insurance.
- Can lift up to 25 lbs. (books, materials, supplies, etc.).