



## **Program Assistant**

**Full time, Salary**

**Reports to: Program Director**

**FLSA Status: Exempt**

### **Essential Duties and Primary Job Purpose:**

The Program Assistant supports the Program Director in the planning and facilitation of all programs offered to the community by Northeast Community Center (NECC). Current programs include: After School Homework Club, Summer Camp, Food Pantry, and Senior Citizen program, as well as new programs that may be developed in the future. The Program Assistant plays an integral role in the execution of timely and high-quality programming. The Program Assistant sets an example of leadership and exhibits the philosophy of NECC. The Program Assistant facilitates the Food Pantry and serves as the After-School Homework Club Assistant.

### **Program Assistant Tasks & Major Job Responsibilities:**

- Under the supervision of the Program Director, the Program Assistant is responsible for the successful operation of the NECC's Food Pantry program, working with participants, volunteers, Second Harvest Food Bank and those making donations. Responsible for data collection and all reporting associated with the food pantry program. Works directly with Second Harvest Food Bank to submit weekly order online. Oversees, unloads, and shelves the weekly order. Program Assistant will be present during all food pantry distribution days, including the once per month evening distribution. Ability to lift 25+ pounds required.
- Under the direction of Program Director, serves as After School Homework Club Assistant. Tasks include providing direct supervision of students daily in the homework club and assisting with homework, projects, studying, etc. Works with Program Director to create weekly snack schedule and ensures snacks are pulled from food pantry when necessary. Assists Program Director with set up and clean-up of all homework club activities daily.
- Assists Program Director in the planning, development and execution of NECC's Summer Camp program schedule and activities. Supports Program Director in execution of Summer Camp after food pantry responsibilities are complete. May be required to attend field trips and pool days during the summer.
- Assists Program Director in the planning and facilitation of the Senior Citizen program. Works closely with program participants, building relationships, ascertaining needs and

developing methods to provide programs and services to meet these needs. Program Assistant is expected to be present during all programs.

**Additional Job Responsibilities:**

- Works with Program Director to develop and implement new programs which are relevant, meet the needs of the community, and are congruent with the strategic plan and mission of Northeast Community Center.
- Meets regularly with the Program Director and Executive Director to discuss progress of tasks and goals
- The Program Assistant is not limited to those tasks and responsibilities outline above but will also be responsible for other duties as assigned.

**Qualification Requirements**

- Bilingual in English and Spanish
- High School Diploma or GED
- Strong knowledge of Microsoft Office and Google Suite, especially the ability to maintain data using Excel or Google Sheets for reporting purposes.
- Ability to work collaboratively in a team environment
- Current security clearances: PA State Criminal background check, PA Child Abuse History clearance, Megan’s Law, and FBI fingerprint background check.
- Drug testing and TB testing