



PEOPLE'S EMERGENCY CENTER

Nurturing Families, Strengthening Neighborhoods, Driving Change.

Program Assistant

Department: BELL

Classification: Non-Exempt, Part-Time up to 20 hours per week

Reports to: Director, Early Childhood Education Programs

JOB DESCRIPTION

Summary:

The Program Assistant is responsible for assisting PEC's BELL team in a variety of organizational supports, including the coordination of trainings, environmental assessments at emergency housing programs, events, and more.

Essential Duties and Responsibilities:

1. **Trainings:** At direction and in cooperation with BELL team, help organize up to 8 trainings, including recruiting trainers and participants, scheduling, managing invitations, room set up, bundling materials, etc.
2. **Self-Assessment Tool for Family Shelters:**
 - Input data: Input data from the Self-Assessment Tool for Family Shelters into BELL's database.
 - Assist ECE Specialist in organizing a minimum of 15 meetings with emergency housing programs in conducting the Self-Assessment Tool for Family Shelters.
3. **Administrative Support:** support BELL Director as directed. This will include but not be limited to filing, reporting, gathering information.

Competency Categories (See Attached for more detail):

- Well organized
- Some knowledge of child development
- Good written and verbal communication skills
- Communicates well
- Diplomatic
- Experience with planning, special event planning, scheduling
- Flexible
- Some understanding of family homelessness and willingness to travel in/among residential facilities in neighborhoods.

Required Education and Experience:

- Some experience with administrative support.

Preferred Education and Experience:

- High school diploma; experience working in office, some training in child development, trauma-informed care

Additional Eligibility Qualifications:

- Some knowledge of the complexity of poverty and child development, family homelessness, mental illness, trauma.

Work Environment:

- Office environment

Physical Demands:

- The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is frequently required to sit, talk and hear. The employee is occasionally required to walk, use hands and fingers to feel, handle, or operate objects or controls; and reach with hands and arms. The employee must occasionally lift and/or move up to 10 pounds.

Other Duties:

This job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

PEC is an equal opportunity employer. All applicants will be considered for employment without attention to race, color, religion, sex, sexual orientation, gender identity, national origin, and veteran or disability status.

Please send resumes to Roz Edwards at redwards@pec-cares.org .