

Program Assistant Job Description

- Organizes, plans, and provides administrative support to the department
- Maintains current knowledge of community resources and services
- Answers telephone calls, routing calls to appropriate individuals, taking messages and/or transferring calls as needed
- Files materials, such as policies and procedures in the proper filing systems or document management systems (i.e., SharePoint). Updating files with the latest version of policies and procedures when changes are made by management staff or department personnel
- Prepares for new departments that are being formed within the company (i.e. a new department may be formed and a new role will be needed by the program assistant to process the paperwork)
- Processes applications for grants, sponsorships, and fundraising
- Performs routine office tasks, such as filing, copying, faxing, shipping packages or other general office duties as needed
- Processes program application forms and files that are received in triplicate
- Actively participates in a variety of committees or task forces as requested by management staff or the department manager or director when essential to the ongoing success of current tasks, duties, and obligations within their role, job responsibilities and/or objectives verticals in an assigned level of management within the company
- Prepares travel arrangements, including reservations and payment of travel-related expenses by credit card
- Organizes materials, such as brochures, cards, newsletters or other promotional materials that have been ordered by clients or stakeholders
- Prepares invoices, bills, and/or other financial documents in their role as the purchasing agent for the company
- Aids the Public Relations Department by updating Internet site, placing ads and writing news releases.