



POSITION OPEN

Position Title: Program Assistant, Greater Kalamazoo Girls on the Run

Reports to: GOTR Director

Supervisory: May provide functional guidance to volunteers, interns

POSITION SUMMARY:

Provide administrative assistance in support of Girls on the Run and Heart & Sole program operations and assist with general office activities. Responsible for assisting with the volunteer application and approval process for organization programs. Complete job description available on website at www.girlsontherunkazoo.org.

This is a part-time, 10-month position (approximately mid-August through early June), working an average of 20 hours per week with peak hours during critical program periods.

KNOWLEDGE, SKILLS AND ABILITIES REQUIRED

- Experience with personal computers and proficiency using word processing instruments, Microsoft Excel and Microsoft Outlook software;
- Experience with database programs
- Familiarity with fax machines, copy machines, networks and laser printers;
- Excellent verbal and written communications skills, attention to detail and proofreading skills, strong customer service skills, strong organizational and problem-solving skills; and ability to manage multiple tasks simultaneously and work under time constraints;
- Bachelor's degree preferred.

Position Specifics: In addition to traditional office hours, there are occasional weekends and evenings to participate in scheduled events and meetings as the work of the organization requires. There are vacation blackout periods (Mid-January through late March and September through mid-December.)

Communities In Schools serves as the fiduciary for the Greater Kalamazoo Girls on the Run. CIS has established and maintains a policy that provides equal employment opportunity for all qualified employees and applicants regardless of the individual's gender (including pregnancy), gender identification, race, color, ethnic or religious background, descent or nationality, religion, height, weight, marital status, age, non-disqualifying handicap, veteran status or sexual orientation

Application Process

Interested candidates must submit a letter of interest and current resume for consideration. Please submit materials electronically to: Diane Kievit at dkievit@ciskalamazoo.org

Responses must be received by Friday, July 31st 5 p.m. for preferred consideration.

Anticipated Start Date: September 9, 2015

