



## POSITION DESCRIPTION

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

**Reports to: GOTR Director/CIS Executive 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. This is a part-time, hourly, 10-month position (approximately early-August through early June), working an average of 18 hours per week with peak hours during critical program periods.

### KNOWLEDGE, SKILLS AND ABILITIES REQUIRED

- Experience with personal computers and proficiency using Word, Microsoft Excel and Microsoft Outlook software;
- Experience with database programs and cloud-based systems
- Familiarity with fax machines, copy machines, networks and laser printers;
- Excellent verbal and written communications skills;
- Excellent attention to detail and proofreading skills;
- Strong customer service skills;
- Strong organizational and problem-solving skills;
- Ability to manage multiple tasks simultaneously and work under time constraints;
- Understands, embraces, and exemplifies diversity and inclusiveness in thought, word and actions.
- Understands, embraces and exemplifies a healthy lifestyle in thought, word and actions.
- 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.)

### **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](mailto:dkievit@ciskalamazoo.org)

Responses must be received by Friday, September 23<sup>rd</sup> at 5 p.m. for preferred consideration.

### **Anticipated Start Date: October 24, 2016**

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

**The above is intended to describe the general content of and requirements for the performance of this job. It is not to be construed as an exhaustive statement of duties, responsibilities or requirements.**