



## **Employment Description**

Position Title: Program Assistant

Reports to: Executive Director

## **Working schedule**

This is a part-time position requiring approximately 10-15 hours per week. Your regular weekly schedule will be Monday- Friday 10:30 am to 3:30 pm however hours and days may vary.

## **Job Summary**

Washington Metropolitan Safe Space Incorporation is a Not-for-Profit organization that provides resources such as, but not limited to, youth programming, food and nutrition, financial wellness, and Senior assistance. Under the general supervision of the Executive Director, this position will assist in the development and implementation of programs and services to promote and provide social, cultural, educational, economic and community development programming that help to rebuild and/or sustain a positive, healthful, and impactful environment for children and families within the St. Louis metropolitan community, in partnership with the community collaboration.

## **Duties/Responsibilities:**

- Assist with coordination and implementation of community outreach programs and events, that promote and support the mission.
- Assist in assessing the needs of the community including but not limiting to Seniors, youth, and families
- Coordinate with the collaborative to organize the storage, rotation, packaging and delivery schedules of resources to the community.
- Collect and process food resource intake from outside vendors
- Report weekly the number of families served
- Maintain inventory levels of resources within the commissary
- Assist in supporting and fostering community relationships while supporting Safe Spaces staff in various settings
- Attend all required trainings, meetings, and outreach programs
- Assist in monitoring programmatic activities, community/environmental projects, and other program related events as needed
- Other duties as assigned.

## **Knowledge/Skills:**

- Driver's License required
- High school diploma or some college preferred



- Excellent verbal and written communication skills
- Detail-oriented and efficient
- Tech savvy, proficient in MS Office
- Knowledge of social services programs and procedures is a plus
- Ability to interact with diversity and multi-disciplinary teams
- Previous experience in non-profit industry is a plus