



Program Assistant

Essential Duties and Responsibilities:

The Program Assistant is primarily responsible for all clerical and administrative duties for the team and its extended community communications and visibility within the office and community as needed. The Administrative Assistant will be responsible for a wide range of supportive and independent duties including, but not limited to the following:

- Coordination and set up for meetings; preparing meeting handouts and minutes
- Maintain meeting materials and supplies stock
- Organization and maintenance of files
- Scheduling, flow and follow-up of staff movement
- Updating and maintaining the office calendar
- Preparing correspondence
- Copying
- Preparing grant packets and reports for submission; Submitting grants
- Supporting the staff operations
- Responsible for hospitality of the office and setting a warm welcoming inviting atmosphere
- Support communications flow throughout the office and team.
- Compiling information into presentable formats such as PowerPoint, reports, etc.

Qualifications:

Required: Two years of advanced training or education and experience in a professional environment.

The ideal candidate must be proficient in all programs of Microsoft office (Word, Excel, Access, and PowerPoint). The candidate must possess strong mathematical and communication (written and verbal) skills. Candidate must conduct business in a professional manner and possess the ability to relate to all levels of individuals.

Candidate must possess time management, project management, event management, and meeting management skills. Candidate must be technologically savvy with ability to navigate the internet and input data and information on-line. Ability to submit timely and accurate reports, keep appropriate records, and perform other duties as assigned. Candidate must demonstrate sound judgment and the ability to work independently when necessary. Some bookkeeping experience is

a preferred plus along with apricot. The candidate must be a team player and demonstrate an understanding and commitment to upholding the ministry of the South Carolina Statewide Fatherhood Initiative.

To apply, submit your cover letter and resume to Nicol Caldwell at ncaldwell@midlandsfathers.com.