

# Program Assistant-Staten Island

New York Early Childhood Professional Development Institute

Staten Island, NY

Other

Posted on September 17, 2021

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## Job Description

The North Shore of Staten Island Alliance for Children and Families seeks a Program Assistant who will be responsible for providing crucial logistical support to various initiatives, projects, and systems that support the collaborative mission of the program. The Program Assistant will work under the guidance and supervision of the SI Alliance Project Manager throughout the grant cycle. This position requires a collaborative and community-centered mindset for pursuing social change, a detail-oriented and organized approach to navigating systems, and an ability to communicate about our work to a variety of diverse stakeholders.

## Responsibilities

### Support planning of partner convenings and programming

- Provide logistical and facilitation support during regular Working Group, and Alliance Leadership Meetings as well as initiative-specific planning meetings.
- Help manage the coordination of various program events (ensuring that scheduling, locations, and materials are organized and documented).

### Identify and facilitate access to community resources

- Coordinate and organize the diverse resources to be catalogued in the Alliance's new Resource Hub, and serve as a liaison and guide for partners and community members seeking support in the use of the platform and access to services.

### Data collection and impact measurement

- Assist with and demonstrate a growing capacity to develop data collection tools (surveys, focus group interviews, etc.) and organize information within our outcome tracking system to support the goals of our work.

## **Communications and Raising Community Awareness**

- Support the development of communications and marketing materials that describe the work of the Alliance to our diverse stakeholders through a variety of platforms (including, but not limited to: partner updates and newsletters, pamphlets and brochures, reports and proposals, the Alliance website, and social media channels).

## **Other Duties**

- Assist with ongoing partner outreach efforts, recruitment, and work to strengthen existing partnerships.
- Attend staff meetings and trainings as required.
- Perform special projects and other duties as assigned.

## **Qualifications**

### **Minimum Qualifications**

- Associate's Degree
- Passionate about community-led change efforts
- Demonstrated experience working within the North Shore community of Staten Island
- Compassionate/sensitive/respectful approach to working with diverse populations
- Significant experience operating across various tech platforms (WordPress, social media, etc.) with strong computer skills. Excellent knowledge of Zoom and Microsoft Office programs (with a strong knowledge of Microsoft Excel)
- Ability to work independently and collaboratively in a fast-paced, dynamic work environment, with an ability to adapt to changing situations/priorities, and develop new skills.
- Written and spoken English fluency, bilingual Spanish

### **Preferred Qualifications**

- Bachelor's Degree
- English-Spanish translation skills
- Residency in the North Shore of Staten Island

## **Physical Requirements**

- This role routinely uses standard office equipment such as personal computers, laptops, tablets, smart phone, photocopiers, filing cabinets and other presentation materials

- While performing these duties, the employee is required to perform physical activities such as, but not limited to, lifting items (up to 40 pounds), bending, reaching, sitting for prolonged periods of time. Reasonable accommodations will be made for employees with disabilities or other needs per RFCUNY policies.
- Ability to travel to other sites as needed.

## Application Instructions

Please click on the link below to apply. Provide a resume and cover letter specifying your qualifications, experience, and interest relevant to this position.

## Additional Information

### EEO Info

*We are committed to enhancing our diverse academic community by actively encouraging people of any race, color, religion, gender, gender identity or expressions, sexual orientation, national origin, genetic information, disability, age, or protected veteran status to apply. We take pride in our pluralistic community and continue to seek excellence through diversity and inclusion. CUNY is an EEO/AA Employer.*