

Job Title	Program Assistant
Employer/ Agency	Civic Heart Community Services
Job Description	<p>The Program Assistant is responsible for completing administrative duties for the Capacity Building Intermediary Program. This includes compiling program reports, preparing materials for submission and organizing programs. The Program Assistant will also be responsible for ordering and maintaining program supplies, marketing, and promotional materials, staffing program emails and enquiries, and organizing program activities as needed.</p> <p><u>DUTIES AND RESPONSIBILITIES</u></p> <ul style="list-style-type: none"> • Organize and schedule appointments, meetings, and trainings. • Write and distribute email, correspondence memos, letters, faxes, and forms. • Assist in tracking program measures by collecting, compiling, sorting, and verifying the accuracy of data provided by the grantees on a monthly basis. • Develop, file, and maintain completed documents records, program records, and activity logs in appropriate locations. • Update and maintain policies and procedures handbook. • Prepare marketing requests for the program and submit to Program Director for approval. • Maintain contact lists, partnership database, and community resources. • Submit and reconcile credit card and check requests with appropriate documentation. • Attend staff meetings, meetings with grantees, and ensure accurate documentation is submitted within the established timeline. • Respond to program emails and answer calls from the grantees, community, or stakeholders and assist in solving grantee concerns and feedback. • Maintain Microsoft TEAMS and OUTLOOK calendars and sending out reminders of impending reporting due dates. This requires a strong knowledge of Microsoft Office tools. • Act as a liaison between programs within Civic Heart Community Services. • Make reservations for equipment and conference rooms for various in-house and off-site business meetings. • Complete required program and ongoing professional development trainings and assist in creating, organizing, and facilitating agency activities and professional learning opportunities. • Assist in providing technical assistance to grantees in areas identified in the grantee's Pathway Plan. • Build and foster relationships with Harris County, the grantees, and

	<p>stakeholders to enhance collaboration, and increase resources for program participants.</p> <ul style="list-style-type: none"> • Assist in the planning and overseeing events within Civic Heart Community Services and coordinating activities with grantees and funders. • Attend and assist with agency meetings, events, and functions as required. • Perform other duties as assigned.
Qualifications	<ul style="list-style-type: none"> • A minimum of high school diploma or equivalent. • Experience working within a community-setting. • Two years of successful experience conducting administrative duties
Salary/Hours	\$40,000 - \$45,000
Address	3131 Emancipation Avenue Suite 400
City, State, Zip	Houston, TX 77004
Contact Person	Erica Davis
Telephone Number	713-374-1200
Email Address	edavis@civicheart.org
Application Method	https://civicheart.org/who-we-are/careers/
Opening Date	Immediately

To post a job opportunity or if your response to this job posting results in successful employment, please email the GCSW Office of Alumni and Career Services at mswjobs@central.uh.edu with the hiring details of your new job opportunity. Thank you.