

Program Assistant

Just San Bernardino Collaborative



Position Type: Part-time Non-Exempt

Location: San Bernardino County, California (Hybrid)

Reports To: Coalition Director

About Just SB

Just San Bernardino Collaborative is a coalition of eight organizations working to advance inclusive economic opportunity and mobility through grassroots organizing and power building, community development, and racial equity work in San Bernardino and the broader Inland Empire regions. Just SB's core strategies include:

- Artist and creative industry worker development
 - Experience and exposure to impactful careers in growing industries for students
 - Environmental regulations to eliminate polluting industries and proactive investments to improve air and water quality.
 - Collectively owned land and real estate development projects.
 - Entrepreneurship and job opportunities and housing for all.
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Summary

The Program Assistant will provide program and administrative support to Just San Bernardino as directed by the Coalition Director and provide support to other staff as assigned. This position requires a flexible and professional individual who can take initiative, manage multiple projects and can work independently to complete assigned tasks and projects. The Program Assistant must be comfortable working in a diverse team environment and have a demonstrated commitment to social justice and community engagement.

RESPONSIBILITIES

- Provide logistical support to meetings, workshops and other events to ensure successful outcomes; locate meeting sites and arrange catering, audiovisual and other room/meeting requirements, provide other meeting support such as agenda and materials preparation, attend meeting and records and distributes minutes or other meeting documentation
- Edit and type a variety of correspondence, memos and effectively compose other routine correspondence
- Compile and complete reports and presentations for review and approval
- Coordinate mailings, printing, copies, send email and files as needed to accomplish program activities.
- Manage and respond to the organization's telephone, email and attend to front office
- Responds to inquiries in a timely and professional manner
- Maintain data management system for program reporting

- Coordinate program schedules, update calendars and arrange travel logistics
- Provide excellent customer service
- Recruit new participants for programs
- Coordinate and deliver workshops and presentations to students and community partners
- Serve as a key liaison between JUST SB and the community
- Represent JUST SB at college and community events
- Perform local travel and/or errands for organization
- May supervise, manage Interns, fellows and volunteers when necessary
- Assist with and participate in special events/projects
- Perform other duties as assigned

Skills and Competencies

- MUST enjoy and be willing to effectively engage with Black, Indigenous, Latinx and other communities of color
- High level of proficiency in Microsoft Office (Word, Excel, PowerPoint) & Google Suite programs, the Internet for research, and email functions for correspondence
- Proficiency in Social Media communication is required.
- Ability to conduct research and compile data in an accurate and useful manner
- Possess strong keyboarding skills
- Ability to create and carry out presentations before groups
- Excellent written, analytical, oral and interpersonal communication skills
- Analytical abilities and aptitude in problem-solving
- Ability to communicate and work cooperatively with staff, community partners, constituents, organizational allies and elected officials
- Must carry self in a professional and ethical manner and maintain strict confidentiality
- Excellent time management and organization skills, ability to carry out job duties and to meet deadlines
- Must be energetic and a self-starter, with the ability to work independently and effectively under pressure
- Flexibility, sense of humor, ability to adapt easily to shifting priorities and deadlines
- Must be well groomed, inclusive of attire and personal hygiene
- Dependability and punctuality are a must!

Requirements

Education: Bachelor's Degree from a regionally accredited college or university or equivalent work experience

Experience: Minimum of three(3) years' experience in a professional environment

Candidate must have personal transportation available for job related travel, valid California Driver's License and automobile insurance.

Salary & Benefits

This is a part-time non-exempt position with an annual salary range of \$55,000-\$70,000, commensurate with experience. Limited benefits available.

Work Schedule

20-25 hours per week. Must be available Monday-Friday from 8am-8pm. Regular schedule will include some evenings, weekends and travel. Hours may vary depending on the needs of the organization.

Application Process:

This position will be available immediately. Application materials are now being accepted. Review of resumes will begin immediately and continue until the position is filled. The position may close when an adequate number of qualified applications are received.

How to Apply: Interested and QUALIFIED candidates should email the following:

1. Cover Letter - Include 1) qualifications, experience and desire to work with diverse organizations to build the economic future of San Bernardino; and 2) how this role aligns with your personal and professional goals
2. Current Resume
3. Professional References (3) - Include Name, Title & Company, phone number

Please send cover letter, resume and references to: **justsb@BLUedfoundation.org**
For information, please visit www.BLUedFoundation.org