



BLU Educational Foundation

POSITION: Program Assistant

POSITION SUMMARY

The Program Assistant will provide program and administrative support to BLU Educational Foundation as directed by the President & CEO 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 arranges 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 composes 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 BLU and the community
- Represent BLU 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

QUALIFICATIONS

- **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



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QUALIFICATIONS (cont.)

- 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

Experience: Minimum one year of experience in a professional environment

Candidate must pass TB test, criminal background checks, have personal transportation available for job related travel, valid California Driver's License and automobile insurance.

SALARY AND BENEFITS

This is a full-time position with an annual salary range of \$45,760-\$58,240, commensurate with experience. Benefits include medical, dental, vision, sick and vacation time, and 13 paid holidays a year.

WORK SCHEDULE

30-40 hours per week during the school year. 30-35 hours per week during summer months. 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 Black, Indigenous, Latinx and underserved youth/communities; and 2) future career goals
2. Current Resume
3. Professional References (3) - Include Name, Title & Company, phone number

Please send cover letter, resume and references to: **info@BLUedfoundation.org**

For information, please visit www.BLUedFoundation.org