PART-TIME JOB POSITION

POSITION TITLE: PROJECT ASSISTANT

JOB DESCRIPTION:
The Project Assistant will assist the Executive Director with activities and functions of designated projects, activities, and community outreach events to ensure that goals and objectives are accomplished in accordance with established priorities, time limitations, funding limitations or other specifications. The Project Assistant will provide specific services and carry out specific activities as relate to different community events, activities, and projects.

PRIMARY RESPONSIBILITIES:
- Work with the ED to plan events and activities,
- May coordinate and monitor the activities of community outreach events.
- Develop and recommends new or revised program goals and objectives.
- Assist with developing and scheduling projects and activity work plans in accordance with specifications and funding limitations; oversees daily operations and coordinates activities of projects,
- Assist with developing marketing and advertising materials, by reviewing and approving materials
- Monitor social media, website, and setup Zoom Meetings
- Assist with client intake and capturing information
- Assist with monthly and quarterly reporting

REQUIRED QUALIFICATIONS:
Perusing a college degree or some college experience. Experience with working with the general public. Able to work 20-25 hours weekly. Have access to a computer, iPad, and/or smart phone. Have access to the internet.

KNOWLEDGE, SKILLS, AND ABILITIES:
Effective verbal and written communication skills; Effective organizational skills, Effective experience with Social Media Skills, Zoom and other online virtual tools. Effective interpersonal skills.

HOW TO APPLY
If you are interested in applying for this position please forward your resume to millbrookt@wafcdc.org.

Disclaimer: This is a COVID-19 Friendly position. All staff, partners, volunteers, are required to wear masks, stand six feet apart, wash hands frequently with disinfectant soap and warm water, and use hand sanitizer.