

URBAN LEAGUE OF BROWARD COUNTY

Job Vacancy Posting

April 2019

TEMPORARY SUMMER EMPLOYMENT OPPORTUNITY

Position: Program Assistant
Classification: Non-Exempt
Supervisor: As Assigned
Department: Programs

WORK SCHEDULE: **Begins part time 5/01/2019 20 hours per week**
Transitions to full time 6/03/2019 – 8/07/2019

Purpose of Position

The Program Assistant provides overall support to designated programs and will be primarily responsible to ensure program scheduling, supplies to include ordering, and event materials are maintained.

Essential Duties and Job Responsibilities

- Respond to program related calls within 24 hours.
- Review completed program intake and assessment forms for completeness.
- Make calls to participants and/or guardian as needed.
- Track program related inquiry calls on a log.
- Enter data into client management system (s)
- Schedule transportation for program events.
- Maintain program supplies and materials.
- Complete check/requisitions for supervisor.
- Conduct participant file management quality assurance reviews.
- Assist and/or coordinate in the preparation of routine program reports and meeting materials, as assigned.
- Provide information as requested regarding Urban League or specific programs.
- Performs other related duties, as assigned.

Job Specifications and Requirements

- Associates Degree preferred in Business, Liberal Arts, Social Work, Communication or other related field.
- Must have at minimum two years' experience in related responsibilities.
- Experience working/serving in the veteran community, a plus
- Must be willing to work an evening and weekend schedule.
- Must be extremely pleasant
- Must have customer service experience
- Ability to express ideas clearly in both written and oral communications.
- Proficient in time management to fulfill all tasks in a timely manner adhering to program guidelines and supervisory expectations
- Ability to work effectively with persons of all ages and diverse backgrounds, skills and abilities
- Must be computer literate with familiarity utilizing client management systems
- Must have outstanding organizational skills
- Must have excellent presentation skills.
- Ability to carry out responsibilities with flexibility to adapt to changing needs and goals.

- Positive and team-oriented attitude
- Must have an excellent command of the English language.
- Bilingual (English and Spanish or French or Creole) candidates preferred.
- Excellent written and oral communication skills.
- Must be able to type a minimum of 40 wpm.
- Outstanding organizational skills.
- Ability to work effectively with persons of all ages and diverse backgrounds, skills and abilities.
- Working knowledge of office technology including computer using Microsoft Office, windows, and online research essential.
- Ability to carry out responsibilities with flexibility to adapt to changing needs and goals.
- Ability to balance the needs and expectations of multiple constituents.
- Positive and team-oriented attitude.

Other

- Must have a valid Florida driver's license and reliable transportation.
- Must pass a Level 2 background and drug screening.

Submit Cover Letter and Resume via email to:

[hiring@ulbcfl.org](mailto: hiring@ulbcfl.org)