



| | |
|-----------------------|-----------------------------------|
| Job title | Program Support |
| Reports to | Program Manager |
| Position Value | Salary \$32,000 - \$35,000 |

Office Hours: 8:30-4:30
Must be flexible to accommodate frequent weekend or evening activities
Generous PTO
Healthcare Stipend Offered
(we do not offer Healthcare benefits)

Job Purpose

This very important position supports the program department in achieving the annual goals and strategic plan of Future for KIDS. Support includes administrative functions, such as data entry and generating reports, purchasing and preparation of program materials, and other administrative tasks. The Program Support position will be comfortable with public speaking to conduct mentor training sessions will also have the ability to serve in the field as a Program Leader in the after-school hours. This position requires flexibility, accuracy and professional demeanor.

Duties and Responsibilities

All responsibilities listed below are essential to the satisfactory performance of this position.

- Performs administrative functions related to the department which may include data entry, creation of reports or marketing materials, purchasing, preparation and management of all materials for programs.
- Manage program data in the Salesforce database
- Set up for meetings and trainings
- Purchase, organize, maintain and inventory program supplies.
- Support and assist with implementing all sport's camps (3 throughout the year)
- Maintain and organize share drive system
- Manage camp registration and communication
- Assist with additional office and organization duties as requested
- Provide trainings for Volunteer Mentors when needed
- Serve as a Program Leader when needed
- Visit after-school programs weekly to ensure quality of programs and support to Program Leads and volunteer mentors.

Qualifications:

- Degree in education, social services, non-profit or other related field.
- 3 years' experience in youth programs.
- Ability to public speak
- 2+ years in administrative assistance experience.
- Data management systems experience (knowledge of Sales Force helpful)



- Experience in public media and/or non-profits a plus
- Demonstrated organizational and accuracy skills
- Proficient in Microsoft office programs
- Proficient and accurate when entering data
- Demonstrated ability to work effectively with people and promote a positive working environment
- Valid Arizona Driver's License
- Reliable vehicle
- Fingerprint Clearance Card

Working Conditions & Benefits

You will be responsible for evening, weekend work, and working outdoors.

Future for KIDS does not offer any health benefits (medical, dental, etc.)

Future for KIDS offers generous paid time off and holiday pay.

Health care stipend