

Job Description

Title: Program Administrative Assistant

Classification: Part-time -25 hours per week (12:00 p.m. – 5:00 p.m. (Non-Exempt)

Supervised by: Theo Gregory, Vice President

Benefits: None

Updated: January 22, 2010

Essential Duties and Responsibilities include the following;

- Monitor and update the (ELD) web page, (on-line calendar for program meetings and outreach activities/events; community leadership development programs and skills training workshops info/applications).
- Monitor and maintain the ELD program outreach files, database& list serves (Pueblo/Colorado Springs Advisory Council participants; ELD scholarship recipients; MYLIFE/MYLI students, principals/counselors, partners and sponsors; MEP SEL Comm. & Induction Ceremony; CEO Roundtable Taskforce & attendees; PPCD Advisory Group and Partners; BPU members and partners).
- Monitor and coordinate ELD scholarship recipients activities (coordinate the scholarship application process; confirm enrollment and completion of community leadership development programs).
- Monitor and coordinate ELD participant's recruitment, enrollment and completion of El Pomar Foundation leadership skills and Board governance workshops.
- Monitor and maintain Pueblo/Colorado Springs ELD participant's online civic profiles.
- Copy, deliver and retrieve documents.
- Read and route incoming mail.
- Prepares outgoing mail and correspondence, including emails and faxes.
- Screen office visitors and telephone calls.
- Other duties as may be assigned.

Qualifications and Physical Demands:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

1. Knowledge of general office practice.
2. Ability to deal effectively with the public.
3. Computer and typing skills to include experience in Excel 2007, Word 2007, Outlook 2007. Familiarization with Microsoft Access 2007 and Microsoft Publisher 2007.
4. Excellent verbal and written communication skills, organization skills, and time management skills.

Training and Experience:

Associate degree or higher, or minimum of three years of comparable work experience in this field.

Program Acronyms

Emerging Leaders Development Program (ELD)

The Milton E. Proby (MEP) Cultural Heritage Room Induction Ceremony

Multicultural Youth Leadership Initiative for Excellence (MYLIFE)

Multicultural Youth Leadership Initiative (MYLI) Colorado Springs

The Black Pastors Union (BPU)

Pikes Peak Community Development (PPCD) Initiative

Send resume to careers@elpomar.org