



Senior Program Assistant – Program Services Job Description

Overview

The Senior Program Assistant furthers the mission of Hands On Hartford by providing thoughtful, efficient and professional support of the agency’s program services in the following areas: program services data management, reporting, staff development, policies and procedures, as well as grants and contracts management. This staff member reports directly to the Director, Program Services.

Role of Senior Administrative Assistant

The Senior Program Assistant assists in a variety of ways to organize and support operational functions and systems. She/he makes full use of technology at hand to streamline processes and add value and efficiency to program operations, data management and planning/evaluation/reporting/grants management. This staff member ensures that program services’ records and policies, hard copy and e-versions, are up-to-date, accurate, filed in logical and sequential order and easily accessible.

Responsibilities

- Coordinates data collection from various program sources; establishes and maintains systems to ensure timeliness to meet deadlines
- Summarizes program service and outcome data
- Creates initial analysis of program service and outcome data; assists in creating an organizational “view” of the data
- Assists with drafting or finalizing correspondence, reports, narratives, etc., as needed for program service and grants management
- Assists in development and maintenance of **program** policies and procedures including support of timelines and records/binders, as well as program audits
- Assists with coordinating systems for collecting, summarizing and using information from incident reports
- Assists in maintaining grant application/report calendar, including sending reminders to appropriate staff regarding upcoming deadlines
- Maintains grant application files
- Assists with grant reports, including delivery when needed. Assists in maintaining contract compliance summaries.
- Maintains contract binders, including filing copies of reports, invoices, etc, as assigned.
- Assists with research as needed (program trends, funding sources, etc), as assigned.
- Assists with program services staff development activities such as maintenance of staff training schedule, meetings and events support including coordinating trainers, function location, invitations, agenda preparation, RSVP lists, to-do lists, shopping for or ordering of refreshments, set-up and breakdown, taking and transcribing of minutes
- Attends agency and program trainings and other meetings as assigned.
- Performs other duties as assigned in accordance with the role of the position.

Qualifications: Associates degree (preferred) plus at least 3 years administrative or data management experience, or equivalent work experience. Experience developing or coordinating data or information systems required. Excellent communications required, including telephone usage, writing composition, grammar and punctuation. The ideal candidate is self-directed, maintains a positive attitude, works as a supportive team member, anticipates needs of colleagues, observes confidentiality, enjoys varied activities

and takes pride in accuracy, orderliness and efficient processes. Applicants should be proficient with Microsoft Word, Excel and Outlook. Experience with databases preferred. Valid driver's license, proof of insurance/registration of personal vehicle required. Must be able to lift a minimum of 15 pounds.

Normal Hours: 40 hours per week, Monday through Friday, with occasional evening and weekend/holiday events.

Compensation: \$32,000 - \$41,000 annual salary, plus benefits.

To apply:

Send resume with cover letter to:

Hands On Hartford
(formerly Center City Churches, Inc.)
40 Pratt Street, Suite 210
Hartford, CT 06103
Attention: Director, Program Services
Or email: bshaw@handsonhartford.org

Hands On Hartford is an equal opportunity/affirmative action employer.