

ORGANIZATION: Causewave Community Partners

TITLE: Program Assistant

REPORTS TO: Vice President of Programs

PART TIME (25 hours), YEAR-ROUND

The Program Assistant is a community change agent, and plays a critical role on our diverse team, contributing to projects that foster positive change within nonprofit organizations, and within the community.

The Program Assistant will interact with our nonprofit partners on two assigned projects, managing tasks including, but not limited to:

- Collaborating with nonprofit partners, Causewave staff, and outside resources to accomplish shared goals.
- Coordinating and attending community outreach activities at health fairs, events, and trainings.
- Conducting site visits at partner locations to develop reports and improvement plans.
- Assisting with coordination of outreach materials, e.g., newsletters, brochures, emails, billboards, etc., including working with outside vendors.
- Coordinating and attending committee meetings, as well as follow-up and task management.
- Leading grassroots efforts, e.g., delivering posters and other materials to doctor's offices, homes, office buildings, etc.
- Participating in annual planning meetings and program evaluation.
- Creating quarterly reports that track progress of grant deliverables and project goals.
- Managing Causewave's in-kind media bank partnerships, including logistics and relationship management.
- Assisting with Causewave program logistics (materials, scheduling, set-up, etc.).
- Performing other duties as assigned in support of Causewave's mission.

To be successful, these ingredients are a must:

- **Community mindedness:** If you come to work for the glamour and the glory, this may not be for you. BUT if you think organizations and individuals can be forces for good, and you can't help but look around for ways to make things better, giddy up.
- **Grit:** There are few people who understand the value of persistence and resilience better than those who choose the nonprofit sector. You should be excited about putting your grit to good use.
- **Motivation:** This role requires you to get out into the community and work on the ground with lots of different kinds of people. If you're someone who prefers to sit at a desk all day, this role is probably not for you.
- **Team attitude:** We're all on the same team, and when one of us succeeds, we all do. That means you'll be asked to pitch in on things that may not be in your job description—both big and small.
- **Work ethic:** The number of hours in the day are limited, but the work will not be. And we are a results-oriented organization, so we will always be looking to show what has been accomplished.
- **Interpersonal skills:** You need to be excellent at working with all kinds of people, and make them want to work with you. You also need them to respect what you say, without feeling condescended to. Not easy, that.
- **Confidence:** You'll be in lots of situations requiring you to step out of your comfort zone. It will be a growth opportunity, but you'll have to want it.
- **Diversity:** We don't believe there are well-rounded people, but there can be well-rounded teams. We need you to bring your unique experiences and perspectives to the table and have an opinion. That's how we roll.

General requirements:

- College degree or similar experience preferred
- 1–2 years' experience in a program or administrative support role; nonprofit experience a plus
- Reliable transportation strongly preferred given the responsibilities of this position
- High energy, motivated and resilient
- Strong desire to make the world a better place

Here's what we're about. Causewave Community Partners' long-term vision is this: ours will be a community known for addressing big challenges through collaboration, and that our organization will be one of the primary justifications for that reputation. We'll be a magnet for passionate people looking to do good and the place where ideas, causes and organizations come to build momentum around their mission.

We're excited for the future and the addition of another amazing team member to help us fulfill this vision. If you're excited too, apply at: info@causewave.org.

Submissions lacking a cover letter, resume and salary requirements may not be considered.

No phone calls please.