



SPICE
 115 West Main Street
 P.O. Box 268
 New Straitsville, OH 43766
 740-394-2200

Please submit Cover Letter, Resume and attached SPICE Employment Application together no later than April 16, 2018

Job Title:	Program Assistant	Job Category:	Clerk / Receptionist
Organization:	SPICE	External posting URL:	www.spiceohio.com
Location:	New Straitsville, Ohio	Travel Required:	Yes, Minimal
Level/Salary Range:	\$10.00 hourly	Position Type:	Part-time, 20 hours per week
Contact:	Board President	Date posted:	March 26, 2018
Probationary Period:	90 Days	Posting Expires:	April 16, 2018
Who We Are:	SPICE is a community-based non-profit that offers microenterprise programming opportunities, including small business loans. SPBC offers a large variety of marketing design and print services at affordable prices.		

Applications Accepted By:

<p>Fax or E-mail: 1-740-394-2277 Fax or spice.ohio@yahoo.com Subject Line: Program Assistant Attention: Board President</p>	<p>Mail: SPICE Board President 115 West Main Street P.O. Box 268 New Straitsville, OH 43766</p>
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Job Description:

ROLE AND RESPONSIBILITIES

Program Assistant

QUALIFICATIONS AND EDUCATION REQUIREMENTS

Requires High School Diploma and 2 years of business experience, or an Associate’s Degree in business, hold valid Ohio Driver’s License.

REQUIREMENTS AND RESPONSIBILITIES

Provides daily assistance in support of SPICE, a non-profit organization and the Southern Perry Business Center (SPBC), including community outreach, research, program support, organizes trade show events, answers questions from small business clients, assists in informational mailings, and generates reports detailing the status of programs or projects.

May assist in coordination of scheduling for staff, trainings, board meetings. Works on projects/matters of limited complexity in a support role.

- Assist in drafting, editing and disseminating written communications
- Assist in maintaining social media outlets, blog posts and website content
- Assist in responding to email and other correspondence
- Organize, schedule and prepare for meetings with key people and partners
- Provide administrative and office support such as: filing, copying, faxing, answering phones, order supplies as needed etc.
- Represent the organization positively in public at all times by acting as a professional representative and ambassador



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- Support the mission and goals of the organization across all programs and departments
- Prepares and formats grant applications
- Take notes and action minutes at program meetings
- Help maintain reference material, project materials and client files

PREFERRED WORK SKILLS

The successful candidate will have demonstrated outstanding performance, excellent writing skills, strong oral and telephone skills, must be highly self-motivated, self-directed and quick to response to rapidly changing demands.

Candidate must be highly organized with excellent attention to detail and follow-through while managing multiple tasks. Candidate must be tech savvy with at least intermediate computer skills and be comfortable working on Mac computers.

We need a strong team player with good people skills. We prefer, but don't require, some relevant experience with nonprofits, business and/or self-employment. Highly capable administrative or business skills are also a plus.

Physical requirements include ability to spend hours listening and talking; working via computer, telephone and other electronic devices; driving frequently to meetings and events; light lifting of equipment and materials; with occasional night or weekend work.

Reviewed By:		Date:	
Approved By:		Date:	
Last Updated By:		Date/Time:	

SPICE does not discriminate in the provisions of series or employment because of handicap, race, color, creed, national origin, sex or age. This position is partially funded by the USDA.