



Position Description

Position Title: Program Assistant

Job Classification: Full-time, Non-exempt

Reporting Relationship: Director of Operations

Effective Date: 2-2025

Position(s) Supervised: May supervise community participant volunteers

Revision Dates:

Position Summary: The Program Assistant (PA) for Franciscan Ministries is responsible for supporting the Tau House and Community Garden and providing administrative support for development programs, among other duties.

I. Essential Responsibilities

Program Administration

- Manage program calendars and schedule meetings.
- Prepare reports and presentations for program staff and funders.

Data Management

- Maintain accurate participant and donor databases, including contact details, demographics, program progress, and financial support.
- Enter data into data management systems and produce reports on program metrics
- Monitor program outcomes and pinpoint areas for improvement.

Event and Program Coordination

- Assist in the planning and executing program events, workshops, and community gatherings.
- Coordinate the recruitment and scheduling of volunteers for events.
- Organize, buy, and deliver supplies needed for retreat groups, such as groceries or other items. Monitor Tau House supply inventory and prepare the space for new guests/groups weekly.
- Working with community gardeners and supervisor, identify and coordinate necessary updates and repairs to garden plots, fencing, and other resources.

Communication and Outreach

- Respond to inquiries from program participants, potential clients, and community members.
- Prepare and distribute program information, updates, and newsletters in print, online, and social media.
- Draft correspondence and assist the Director of Operations manage communication efforts with key stakeholders.

IV. Position Requirements

	Minimum	Preferred
Education (including vocational school, College, etc.)	<ul style="list-style-type: none"> High School Diploma with relevant experience 	<ul style="list-style-type: none"> Bachelor's degree in human services, nonprofit management, or related field
Applicable Experience	<ul style="list-style-type: none"> 1-3 years of nonprofit experience Comfort with technology, including social media and internet applications 	<ul style="list-style-type: none"> Knowledge of gardening or community garden best practices. Ability to lead youth/college groups in retreat/service settings. Experience using donor management software and fundraising best practices.
Skills/Strengths	<ul style="list-style-type: none"> Ability to work and make decisions independently and meet deadlines. Commitment to providing outstanding customer service. Strong communication skills (oral and written). Commitment to continuous improvement of both programs and processes. Practice effective team behavior and demonstrate effective interpersonal relationships. 	
Professional Membership, Licensures, Certifications	<ul style="list-style-type: none"> Obtain/maintain Safe Parish compliance Valid driver's license and insurance 	

V. Essential Functions

- General Working Conditions
 - Some evenings and weekends
 - Work will be performed on program sites/main office. Remote work is not available.
- Physical Demands of the Position
 - Ability to lift and carry at least 40 pounds
 - Ability to navigate stairs
 - Ability to work potentially in a non-air-conditioned atmosphere
 - Ability to do light housework and cooking
- Mental Acuity Requirements of the Job
 - Maturity to lead individuals of varying ages and backgrounds
 - Ability to work with minimal supervision
 - Ability to honor and maintain confidentiality

4. Sensory Requirement of this Position

- Close vision for using a computer
- Color vision in preparing collateral materials for marketing purposes
- Ability to communicate (orally and in writing) in a professional manner.
- Ability to receive oral communication from others.

5. Technical/Motor Skill Requirements of the Job

- To include office machines, tools and equipment, including: telephone, copier, fax, PC equipment and software and general office equipment/supplies.

Employee Signature _____

Date _____

Supervisor Signature _____

Date _____