



Program Assistant

The Program Assistant's role and responsibilities include coordinating the day-to-day administrative duties of the Carl Maxey Center and providing program support to the Program Coordinator(s) to ensure the efficient operation of the Center. This position is 0.5 FTE.

Responsibilities:

- Supports CMC Program Coordinator(s) by performing administrative-related tasks
- Working on-site during regular business hours, and/or evenings, and/or weekends
- Answering and directing phone calls to relevant staff, ensuring messages get to appropriate staff
- Processing and directing mail and incoming packages or deliveries
- Scheduling meetings and appointments
- Point of contact for community members, community partners, and stakeholders
- Ordering and taking inventory of office supplies
- Filing, typing, copying, binding, scanning, etc., as needed.

Salary Range: \$25,000 to \$28,000/yr for 0.5FTE