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## Job Announcement

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### **PART-TIME BILINGUAL (SPANISH) PROGRAM ASSISTANT**

#### **The Organization**

Community Partners offers expert guidance, essential services, and a strong dose of passion to help foster, launch, and grow creative solutions to community challenges. For more than 20 years, hundreds of individuals, groups, foundations and other institutions have worked with Community Partners to create new nonprofit projects, establish coalitions, and manage major philanthropic initiatives to benefit the region.

Across all program areas, Community Partners works toward our organizational vision: A vibrant society in which individuals and institutions use knowledge, resources, and relationships to build equitable, democratic and thriving communities.

Our work includes:

#### **Fiscal Sponsorship**

We provide the structure, finance and administrative services, expert counsel and connections that help nonprofit leaders succeed.

#### **Grantmaker Partnerships**

We help foundations, corporations, government agencies and other institutions achieve greater impact.

#### **Knowledge Sharing**

We offer workshops, reports, speaking engagements and a range of publications to help strengthen the field.

Community Partners today works with upwards of 150 projects and initiatives and manages roughly \$40.4 million in revenues annually. Our work spans the fields of civic engagement, arts and culture, education, social justice, health, public policy, social services and youth. To learn more, please visit us at [www.CommunityPartners.org](http://www.CommunityPartners.org).

#### **The Position**

Community Partners seeks a Bilingual (Spanish) Program Assistant to support the Healthy Eating Active Living and Thriving Schools Partnership Program Team with a range of activities that support our partnership coordination, communications, learning events and technical assistance program.

While final job duties will be determined based on the candidates' strengths, the Program Assistant will generally be expected to:

- Maintain communication with funder, evaluation and site partners

- Prepare, send, and manage email communications to partners, including monthly newsletter
- Assist other team members in preparing and formatting documents, including PowerPoint presentations, proposals, timelines, reports, surveys and e-blasts
- Help maintain the database to update the progress of various projects, revise contact information, and generate reports
- Track project expenses and prepare project expense reports
- Coordinate, schedule, conduct outreach and provide logistical support for meetings, trainings, workshops, consultations and other convenings
- Prepare materials, administer registration and day-of-event logistics and conduct follow-up event evaluation tasks
- Take notes at meetings, workshops, and other convenings
- Handle general clerical duties including copying, faxing, filing, data entry, and mailings
- Travel to meetings, conferences, and other work-related events

## **Qualifications**

### **Required**

- A bachelor's degree or equivalent experience, with some administrative assistant experience strongly preferred
- Excellent organizational, analytical, and written/oral communication skills
- Attention to detail, with the ability to plan well ahead of routine deadlines and anticipate administrative support needs
- Ability to manage multiple priorities and deadlines
- Ability to identify issues, obstacles, and opportunities and then develop and implement effective solutions
- Ability to conduct basic online research to assist with scheduling, coordinating meetings and other duties
- Proficiency in Microsoft Office
- Ability to work with diverse groups and in a team environment
- Ability and willingness to work occasional evenings and Saturdays
- Proficiency in spoken and written Spanish

### **Preferred**

- Interest and/or experience in health and wellness policy advocacy and community-based programs
- Experience or familiarity with online services such as SurveyMonkey, Constant Contact, GoToMeeting
- Experience or familiarity working on learning programs and events

### **Application**

Interested applicants should send a cover letter and resume as a single PDF attachment to:

[Jobs@CommunityPartners.org](mailto:Jobs@CommunityPartners.org). Please include "Bilingual (Spanish) Program Assistant" and your name in the subject line of your email.

***Community Partners® is an equal opportunity employer committed to a diverse and inclusive workforce***

March 2017