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## Job Announcement

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### Senior 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 25 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.

#### **Intermediary Services**

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 163 fiscally-sponsored projects and 15 initiatives and manages roughly \$44 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 full time, hourly (non-exempt) Senior Program Assistant. Reporting to the Senior Program Manager, this position provides high-level administrative support for the planning and development of peer learning convenings, workshops, trainings, and other events.

#### **RESPONSIBILITIES**

- Coordinate and prepare for peer learning convenings, workshops, trainings, and other events.
- Develop and prepare materials for events including invitations, registration forms, agendas, webpages, evaluations, and handouts.
- Oversee event registration and day-of-event logistics.

- If applicable to a specific event, manage volunteers and/or interns deployed by Community Partners.
- Prepare, send, and manage email communications to external partners.
- Develop correspondence, timelines, reports, and other documents.
- Input, compile, and analyze registration and evaluation data.
- Develop and coordinate organizational systems and processes related to specific projects.
- Participate in long and short-term program development and planning.
- Represent Community Partners publicly and help extend our civic reach through strategic networking and relationship building.
- Assist in the documentation of organizational learning and thought leadership.
- Contribute to team efforts by accomplishing other duties as needed.
- Travel to meetings, conferences, and other work-related events.
- Other tasks as assigned

### **QUALIFICATIONS**

- Bachelor's degree (or equivalent experience) with 2-4 years of relevant work experience is required.
- Must have excellent organizational skills, be highly attentive to detail, and have the ability to manage multiple projects simultaneously in a busy, fast-paced, and evolving team environment. A passion and proven track record for detail-oriented work is required.
- Demonstrate exceptional interpersonal skills, and a professional demeanor in communicating with staff members at all levels throughout the organization, and with vendors and others.
- Able to understand an issue and take initiative to develop and implement solutions.
- Experience in planning, executing, and evaluating high-quality events.
- Proficiency in MS Office is required.
- We welcome applications from people who consider themselves under-represented in the nonprofit sector even if they feel they meet only some of the qualifications.

### **PHYSICAL**

The employee is regularly required to sit for extended periods of time, frequently required to walk and stand. The employee must also use his/her hands to operate office equipment and reach with hands and arms. Employee may occasionally climb, stoop, kneel or bend. Employee may occasionally lift and/or move up to 20 pounds. Reasonable accommodations may be made to enable individuals with special needs to perform essential job duties.

### **COMPENSATION**

Salary \$45,000 - \$50,000

Benefits include paid holidays and vacation, a 403(b) plan with employer match, medical, dental, vision, flex spending, Metro pass, and a range of professional development opportunities.

Community Partners has a 9/80 work week option under which employees may elect to work 80 hours in 9 days and take every other Friday off.

### **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 "Senior Program Assistant" and your name in the subject line of your email.