

Chula Vista  
**PROMISE NEIGHBORHOOD**



*South Bay Community Services*

Title: Program Assistant  
Reports to: Department Director  
Based at: CVPN offices

Job Purpose:

Under the supervision of the Project Manager, the program assistant is responsible for providing support to the program. The program assistant will be responsible in keeping with CVPN's goals, objectives, mission and style and provided within a team framework. The program assistant is also responsible for working with the team in participating in the delivery of program goals and objectives. The Program Assistant understands the mission, goals and theory of change at CVPN intimately. She/he possesses the same enthusiastic spirit and passion about advocacy as all direct service staff. The Program Assistant is able to articulate CVPN's mission, goals and theory of change as well as the programs provided as equally eloquently to CVPN employees, partners and community members. Since this individual will provide support to all departments and programs within CVPN it is important that she/he is a flexible, self-starter, who is able to multi-track several assignments and projects at a time. It is important that this individual does not only possess a "can do" attitude but also identifies strengths before barriers in their general outlook.

Key Responsibilities and Accountabilities:

- Data collection of stats, timesheets, other report documents;
- Provide support to program coordinators, program directors and department director and any other designated staff;
- Clerical duties ranging from data processing to creation of power point presentations, charts, marketing collateral, posters;
- Research any important information needed by the program director or other staff;
- Assist in specific projects/assignments relevant for the team;
- Assist with the completion of necessary statistical reports as requested;
- Compile statistical information for Program Directors and other indicated staff;
- Draft and send any written correspondences to partners, employees, staff as indicated by the Department Director;
- Prepare collateral packages for various events such as board meetings, community events, or for general dissemination;
- Record and turn in minutes from any indicated meetings and turn in for approval;
- Assist in the planning and carry out of program events within the community; and
- Other duties as assigned and required by the Project Manager.

Qualifications:

Associate's degree or higher preferred. Bilingual preferred (English/Spanish). Computer savvy, demonstrating good written, grammar and communication skills.

We are an equal opportunity employer. Employment selection and related decisions are made without regard to gender, race, age, disability, religion, national origin, color, sexual orientation or any other protected class.