



CENTER FOR  
LEADERSHIP  
DEVELOPMENT

*Empowering Youth / Strengthening Community*

**Job Title:** Program Assistant

**Organization Name:** Center for Leadership Development, Inc.  
Indianapolis, IN 46208

**Organization overview:** The mission of the Center for Leadership Development (CLD) is to foster the advancement of minority youth in Central Indiana as future professional, business and community leaders by providing experiences that encourage personal development and educational attainment.

**Position Overview:**

The Program Assistant assists the Program Coordinator in the effective planning, coordination, delivery and evaluation of programs and initiatives in their Program Coordinator's portfolio, including receipt and recording of participant applications, registrations, fee payments and attendance, and preparation and assembly of program materials.

**Position Description:**

- Organizes and maintains inventory of program materials.
- Prepares for and sets up rooms for events and programs both on and off CLD premises.
- Works collaboratively with CLD staff in organizing special events such as graduation, orientation, or any other events related to programming.
- Compiles and distributes program data and enters into database.
- Maintains and updates database in a timely and effective manner.
- Drafts and/or proofs correspondence to participants, educators, facilitators and others
- Keeps facilitator attendance records.
- Assists with the recruitment of facilitators and participants.
- Assists with the recruitment and training of program volunteers.
- Maintains applicant information.
- Collects and records program fees, and transfers funds to accounting.
- Provides clerical support for programs.
- Answers telephones and handles receptionist duties as scheduled.
- Performs other duties as assigned.

**Skills and Qualifications:**

Strong verbal, written, and organizational skills with excellent grammar are required. The ability to stay focused, multi-task, working independently or collaboratively, and to interact well with a diverse group of parents, youth, and volunteers is imperative. The successful applicant must possess the following skills: computer data entry, hands-on experience with Windows 7 or higher, Microsoft Office, particularly Word, Excel and Outlook, use of the Internet, ability to effectively use a variety of office equipment such as multi-line telephone, copier and fax machine.

**Education**

High School Diploma – no college degree required or expected  
Valid driver's license

**Physical Demands**

Position may require evenings and weekends as job duties demand. Occasional lifting of boxes and tubs, moving chairs and tables, loading and unloading supplies, etc.

To apply: Send cover letter, resume and salary requirements to Gail A. Bradford, CPA at [gbradford@cldinc.org](mailto:gbradford@cldinc.org). No phone calls please.