

Department	College Prep Institute
Job Title	Program Assistant-CPI
Reports to	Program Coordinator

Travel Required ✓ Local	Type of position: ✓ Full-time, Non-Exempt	Hours: ✓ 40 ✓ 8:00am-4:30pm M-F **Evenings and Saturdays required as scheduled
-----------------------------------	---	--

GENERAL POSITION DESCRIPTION

As a member of the College Prep Institute (CPI) team, the Program Assistant provides administrative support to the CPI Program Coordinators and other CPI staff as needed. This position assists in the areas of program coordination and delivery, throughout all stages of program delivery, and with CPI events. It is essential that the person in this role have excellent written communication, strong organizational skills, and knowledge of Black youth opportunities and challenges, and can speak to youth and families about how CLD can help them address these challenges.

ROLES & RESPONSIBILITIES

- Assembles CPI program materials and ensures program space is ready for each day of programming.
- Completes general clean-up of program space, to include removing garbage left on the floors, sweeping, and/or vacuuming.
- Manages phone calls and voicemail for CPI programs.
- Schedules meetings for Program Coordinators and other CPI staff, as needed.
- Consistently reviews and communicates outcomes with Program Coordinators.
- Fulfills Receptionist duties when Receptionist is on lunch or absent and no one else is available.
- Sends informational correspondence to the college partners and volunteers about CPI events.
- Conducts phone calls before and after CPI events to students, partners, and other related stakeholders.
- Provides administrative support for all CPI events and helps to set up and tear down after events.
- Keeps application records to send to college partners.
- Follows Standard Operating Procedures and duties as assigned in Monday.com
- Attends 1 recruiting event per month at the direction of the Program Coordinator.
- Complies with mandatory attendance at the following annual CLD events: Minority Achiever's Awards and Scholarship Gala, College Prep Conference, Indiana Black Expo and all graduations unless instructed otherwise.
- Adheres to professional personal presentation following CLD dress code policy.
- May perform specialized activities in direct support of the accomplishment of organizational objectives and the CLD mission.

WORK EXPERIENCE AND SKILLS REQUIREMENT

- Proficient in MS Office.
- Working knowledge of database input and management.



CENTER FOR LEADERSHIP DEVELOPMENT

Cultivating Character / Empowering Youth / Enriching Community

- Ability to speak with tact, diplomacy, and persuasiveness both in person and on the telephone.
- Familiarity with Monday.com visual team management web application.
- Strong organizational and communication skills with excellent grammar.
- Ability to work well under minimal supervision.
- Good attention to detail as the information worked with will be used for senior-level decision making so it is vital that it is correct.
- Prior success at executing projects in a timely manner and in achieving results on schedule.
- Accepts criticism and deals calmly and effectively with high-stress situations.
- Persistence in the face of obstacles and considerable variety in the workplace.
- Ability to effectively use a variety of office equipment such as multi-line telephone, copier, and fax.

ATTRIBUTES

- Impeccable character.
- Strong willingness to take on responsibilities and challenges.
- Pleasant with others on the job and displays a good-natured, cooperative attitude.
- Prefers to work with others rather than alone, and is personally connected with others on the job.

EDUCATION and/or CERTIFICATION REQUIREMENTS

- High School Diploma, some college preferred.

PHYSICAL REQUIREMENTS/DEMANDS

- Generally sedentary work, remaining in a stationary position for long periods of time, extensive computer usage, hand-eye coordination. Events do require physical exertion, including lifting of boxes no more than 30 lbs., moving chairs and tables, loading and unloading supplies.
- Must have reliable transportation.
- Must be willing to work some evenings and Saturdays.

WORK ENVIRONMENT

This position operates in a professional office environment. This role routinely uses standard office equipment such as computers, phones, printers, scanners, laminators and photocopiers.

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities, and activities may change at any time with or without notice.

This job description has been approved by all levels of management: