



## **Jackson County Interfaith Volunteer Caregivers Program Assistant Job Description**

**Job Title: Program Assistant**  
**Reports to: Program Director**

### **Position Summary:**

Serves as spokesperson for Jackson County Interfaith Volunteer Caregivers, reporting to the Board of Directors, and with the Board of Directors is responsible for ensuring that Jackson County Interfaith Volunteer Caregivers lives out its mission. Together, the Board of Directors, Program Director and Program Assistant are accountable for the program's activities and operations.

### **Duties & Responsibilities:**

**In collaboration, cooperation and with the supervision of the Program Director:**

#### **Administrative**

- Maintains office policies and procedures.
- Manages and orders supplies within the budget guidelines.
- Assists in the grant writing and reporting.
- Provides data reports of program's services to board and committees as needed.
- Participates as a member of designated committees.
- Assumes the responsibility of supervisory position in the absence of the Program Director.
- Attends appropriate trainings as related to the position.
- Assists with developing and implementing fundraising events.
- Assists in updating JCIVC website and social media.
- Other duties as needed

#### **Volunteer Management**

- Schedules volunteers in a timely manner to ensure appropriate coverage to assist staff in the daily operation of the organization.
- Develops and implements volunteer training materials as needed.
- Delegates responsibility to appropriate volunteers to ensure that the day-to-day functions and assigned projects are carried out.
- Provides guidance and expertise to volunteers in resolving care receiver problems or concerns.
- Assists with developing and implementing volunteer recognition events.

#### **Communications**

- Designs and implements press releases, social media posts, event posters, and other communications in order to ensure ongoing public awareness about the organization.
- Provides data reports of program's services to board and committees as needed.

## **Job Requirements**

### **Experience**

- Prefer experience working with volunteers in a non-profit setting.
- Familiarity with grant writing and grant reporting.
- Possesses an understanding of organization's services for the purpose of data entry and production of reports.

### **Skills**

- Exhibits strong organizational skills, as well as understanding of faith-based and community-based non-profit programs.
- Has an ability to integrate and harmonize diversified functions between volunteers and staff.
- Knowledge and proficient use of technology, including Microsoft Office and other computer programs.
- Possesses effective managerial skills.
- Understands, influences and serves others with compassion.
- Ability to proof and edit public relations material.
- Selects, develops and motivates people and creates a positive work and volunteer environment.
- Resolves problems quickly and effectively and determines appropriate courses of action, which are then reported to the Program Director.
- Displays a high degree of emotional maturity while keeping difficult situations in proper perspective.
- Exhibits flexibility and possesses well developed interpersonal skills. Excels in personal interactions with the staff and volunteers at all levels of the organization.
- Must have the ability to work with diverse populations.
- Must be able to keep sensitive information confidential.

### **Working Conditions**

The Program Assistant will work approximately 17 hours a week, occasionally called upon to work extra hours or odd schedules.

Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_