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PROGRAM ASSISTANT

Description

Our Not for Profit Client who deals with continuing education is looking for a program assistant who will provide essential administrative support for a range of Foundation programs and projects.

Responsibilities

Assist with in-person events, such as registration desk, for Law Fair, Law Adventure and High School Mock Trial programs

Assist with the implementation, execution and reporting of the Foundation's fundraising efforts, such as Giving Tuesday, Annual Appeal and brick campaign, including maintaining database of donors, preparing thank you letters and other donor correspondence

Oversee the Speakers Bureau, assist with Legally Speaking Blog, including maintenance of volunteer

database, receipt and scheduling of speaker requests, and reporting of program activities.

- Assist with Free Legal Answers, Legal Edge, Military Legal Assistance Program, One-Attorney/OneSchool, and Benchmarks Civics Project, including maintenance of volunteer database, tracking unanswered questions and reporting of program activities.

Assist with the day-to-day needs of the Foundation, as well as provide support and assistance with the collection of materials to support all special events and programs (such as bio and presentation materials) and handle on-site registration for such events.

- Maintain and update Constant Contact and all other lists used for outreach.
- Assist with the preparation of cosponsor, scholarship, and other grant applications, including preparing packets of information for review, maintaining contact and reporting database.
- Collect monthly reports from directors and assemble the first draft of the President's Reports and quarterly Foundation reports and IOLTA reports.
- Draft Board packet.
- Provide administrative support to Foundation Directors and Committees, as assigned.
- Maintain Foundation Committee lists and directories and prepare communications for appointments and track conflict-of-interest forms.
- Assist with overall administration, answering telephone and email inquiries,

Hiring organization

Premier Personnel Group

Employment Type

Part-time

Beginning of employment

ASAP

Duration of employment

Part Time

Industry

Non Profit

Job Location

New Brunswick

Base Salary

\$ 24

Working Hours

10 am to 2 pm

maintaining shared
calendar and drafting routine correspondence.

- Order office supplies.

Qualifications

- Excellent interpersonal skills.
- Ability to work independently.
- Detail-oriented.
- Organized multi-tasker.
- Flexible to take on all types of projects.
- Proficient in Microsoft applications including Word, Excel, PowerPoint and Outlook.

Bachelor's degree preferred