



Program Assistant Job Description

The Program Assistant reports to the Director of Business Services and is responsible for managing the daily operations and administrative function of the organization.

-----POSITION DUTIES-----

Management Duties include:

- Oversee daily operations
- Maintain office services by organizing office operations and procedures; controlling correspondence; designing filing systems; reviewing and approving supply requisitions; assigning and monitoring clerical functions.
- Manage ongoing accounting functions (billable and payables); accept payments; make bank deposits; monitor bank statements.
- Maintains office staff by recruiting, selecting, orienting, and training employees and/or interns.
- Supervise clerical and support staff, as applicable.
- Complete operational requirements by scheduling and assigning employees.
- Manage vendors and ensure that equipment maintenance is current
- Coordinate events
- Develop and implement communications plan, both internal and external
- Provide historical reference by defining procedures for retention, protection, retrieval, transfer, and disposal of records
- Responsible for ongoing program reporting; analyze special reports; summarizing information; identifying trends
- Contributes to team effort by accomplishing related results as needed

Support Duties include:

- Schedule clients for coaching, counseling, and workshops; phone follow up with clients
- Coordinate workshops and events
- Serve as staff for workshops and events, as needed
- Ensure completion & submission of regularly mandated reports and invoices to funders and contract agencies
- Maintain current client records and data

Other duties as assigned

-----POSITION QUALIFICATIONS-----

Required Qualifications:

- Minimum 5 years working in the office and/or facilities management
- Experience with fiscal planning and accountability, employee management & development and other support functions.
- Knowledge of financial management and accounting software
- Demonstrated ability to organize and manage multiple projects.
- Supervise personnel with diverse skill/experience levels.
- Must provide own transportation and be able to travel to meetings around the state of Ohio.

Desired Qualifications:

- Fluent in Spanish (i.e. speaking, reading and writing)
- Demonstrated involvement with the Hispanic community
- Bachelor's Degree Preferred

Please submit your resume to: Hispanic Business Center
c/o Jenice Contreras
2511 Clark Avenue
Cleveland, OH 44109
jcontreras@hbcenter.org

HBC is an Equal Opportunity Employer and is in compliance with Title VII of the Civil Rights Act of 1964 as amended, Age Discrimination in Employment Act of 1967, and the Rehabilitation Act of 1973, and employs without regard to sex, race, color, national origin, religion, age, handicap or veteran status. Additionally, it is the policy of HBC to maintain a work environment free from discrimination based on race, color, religious creed, national origin, gender, sexual orientation, age, disability, genetic information, veteran/military status, marital status or other status protected by federal or state law, with regard to any term or condition of employment.