



## JOB DESCRIPTION

<b>Job Title</b> Program Administrator	<b>Posting Date</b> 01 December 2018
<b>Program</b> Multiple	<b>Job Location</b> Durham, North Carolina

### Job Purpose

To provide administrative and logistical support to program staff.

### Key Responsibilities

- Assist with the development of public relations and communications strategies to support program goals and increase community awareness and maintain a current list of outreach contacts
- Serve as an interpreter for clients and translate documents from Spanish to English as needed
- Screen clients for program eligibility and suitability for program enrollment
- Conduct periodic follow-up with assigned clients and assist with the identification of potential job leads and placement sites
- Review client records in Salesforce to ensure completeness, accuracy and timeliness of data
- Produce regular reports of program data to monitor compliance with agreed program goals
- Solicit in-kind donations of food for workshops, gift cards and other supplies from businesses and vendors to help off-set program operational expenses
- Perform administrative support services as needed

### Minimum Qualifications

- Bachelor's degree or Associates degree with a minimum of 3 years administrative experience.
- Excellent verbal and written skills in Spanish and English
- Excellent planning and organizational skills
- High attention to detail and the ability to work with a variety of people and groups
- Proven track record establishing priorities, taking initiative, demonstrating proactiveness, flexibility, and a positive and professional demeanor at all times.
- Demonstrated experience using and proficiency with MSWord, Excel, and PowerPoint.
- Knowledge of database experience.

### Application Instructions

Qualified applicants should forward a completed **Employment Application Form**, **cover letter** and **resume** to InStepp Inc. via fax to 866.388.7409 or email to [info@instepp.org](mailto:info@instepp.org) .