



Program Assistant

Job Description Title: Program Assistant

Department: Programming

Reports to: LIFT Program Director

FLSA Status: Non-exempt (Part-time)

Leelanau Investing for Teens (LIFT) is looking for someone enthusiastic about working in an engaging and collaborative environment, who is motivated and energetic and enjoys working with Middle and High School students. The Program Assistant will be responsible for providing support to all LIFT programming team members and should be comfortable interacting with a variety of students and staff in any given week. The Program Assistant works under the direction of the Program Director and Program Coordinator.

Roles & Responsibilities:

- Support LIFT's Middle and High school programming staff at Glen Lake schools
- Provide administrative support to programming staff as needed with tasks including, but not limited to, activity planning and preparation, attendance/record keeping, and filing
- Aid in middle school programming with tasks such as, but not limited to, activity set-up, tear-down, and participation
- Aid in high school programming with tasks such as activity set-up, tear-down, attendance, and student transportation
- Participate in meetings related to programming growth and development
- Help foster and maintain a culture of inclusion and respect within LIFT programming
- Successfully navigate conflict management by enforcing restorative practice policies among students
- Attend school functions alongside Glen Lake Program Coordinator(s)

- Attend mandatory staff meetings and trainings
- Provide occasional assistance outside of regular work hours during LIFT special events and fundraisers.

Requirements:

- Bachelor's degree preferred, high school diploma or GED is required
- Experience working with youth, or within an educational or nonprofit setting is preferred, but not required
- Excellent planning and organizational skills
- The ability to work collaboratively with diverse communities and groups
- Proficiency with GoogleSuite
- Ability to multitask and be flexible
- Openness to feedback and opportunities for growth
- Valid Michigan driver's license
- Possession of, or willingness to obtain, a Chauffeur's license

Disclaimer: The information presented indicates the general nature and level of work expected of employees in this classification. It is not designed to contain or to be interpreted as a comprehensive inventory of all duties, responsibilities, qualifications, and objectives required of employees assigned to this job.

Application Instructions: Interested and qualified candidates who meet the above requirements should submit a cover letter, resume, and three references to the following:

Bekah TenBrink
Executive Director
bekah@thecentersb.com

The Friendship Community Center is an affirmative action/equal opportunity employer.