

Program Assistant

Making a Difference in Opportunities for Women

This is a great entry-level position for a college graduate who would like to gain hands-on experience in a small national nonprofit organization where they can make a difference and see the results of their work right away. Our organization works on the big picture to provide tools to educators and employers to successfully integrate women into male-dominated careers – ranging from Technicians such as in Geographic Information Systems and the trades such as in Heating, Ventilation and Air Conditioning Repair to law enforcement. Our interaction is with educators and employers – our primary audience, we rarely work directly with the women themselves. The CalWomenTech Project http://www.iwitts.com/html/calwomentech_summary.html is a major focus for the organization, along with expanding our on-line store www.womentechstore.com This position reports to the Executive Director.

Job Responsibilities and Duties:

- 1) **Seminar Coordination** – We give small seminars for 20 to 40 educators locally and around the country, approximately once a month. We also will be providing on-line webinars and podcasts for our CalWomenTech Project in the future. The program assistant will handle all planning and logistic issues for seminars, meetings and conferences and meet non-negotiable deadlines. Maintains master calendar in Project Collaboration Software. Contacts gender equity experts and role models to coordinate their participation in Podcasts and webinars.
- 2) **Multi-media: Word, PowerPoint, Microsoft Publisher** – The program assistant will edit and develop PowerPoint slides for our seminars, Web page mockups in Microsoft Publisher and the occasional flyer or mailer. Creates and modifies training manuals in Word and converts to adobe pdf and uploads to FedEx Kinko's website.
- 3) **CalWomenTech Project Support** – The program assistant interacts with our community college leadership team members via email and the phone about seminar coordination, site visits by Project Staff, digital photos they will provide of college role models for our poster developer and web designer, software orders for our CalWomenTech Virtual Library and other key Project elements that are critical to the success of the Project.
- 4) **Vendor Coordination/Financial Proposals** – The Program Assistant will be responsible for coordinating with our established vendors for reorder of publications including our posters, CD's, print pubs. This involves price quotes, reviewing proofs for accuracy, and coordination of soft copy files to send to the vendor. She/he will also provide information to potential clients (educational administrators) about our WomenTech training and will provide them with price quotes in excel using our template.

5) **Customer Service** – The Program Assistant handles customer service requests for our store and seminars via email and over the phone and resolves problems such as “I didn’t receive my order” or “Can I still register for this seminar?”

6) **Special Projects and Other Duties** – as assigned by the Executive Director. Special Projects to include (but not limited to) on an as needed basis: assisting in website updates, press strategy, updating technical documentation, editing and proofing of documents,

Skills and Experience Needed:

- Well organized, detail oriented, good time management. Experience managing projects and/or events with many details successfully. Experience multi-tasking. Experience organizing and tracking data in excel spreadsheets.
- Word, PowerPoint, Microsoft Publisher – Intermediate Skills. QuickBooks and Adobe Acrobat a plus. Experience developing excel spreadsheets with formulas.
- A very good communicator over the phone and via email. Experience doing this in a professional setting.
- Experienced working in a support role. Able to work independently and in a team as the situation requires.
- Experience using technology in daily life: We routinely use **easy-to-learn** technical tools, there are just a lot of them so it’s important to be comfortable figuring out new things. Some of our regulars include Constant Contact e-newsletter, SurveyMonkey, Basecamp project collaboration software, and Above and Beyond – electronic time management calendar.
- A motivated self-starter who looks for ways to contribute to the organization’s mission.

Education, Experience, and Travel Requirements

Minimum of one year’s experience in the skills/experience section. Microsoft office skills will be tested. This position requires very occasional travel and some errand running, must have a valid driver’s license and possess an insured automobile that can be used for travel within the State. Bachelor’s degree required.

Compensation

Starting compensation is \$40,000 annually for this full-time position. Opportunity to earn higher salary via commission. Health insurance and paid vacation and sick leave after 3 month probationary period. Retirement benefits – 403b plan - after one-year.

Application

Please send:

- 1) A customized e-mail letter explaining why you are interested in this position and explaining your experience in relationship to skills and experience needed.
- 2) A current resume summarizing educational background and related work experience.

Please send an email to jobs at iwitts.com with your letter and resume pasted in the body of the email. Subject line should read "Program Assistant." **Please note that as a virus control measure we do not accept attachments and all attachments will be automatically deleted.**