



Job title	Program Assistant
Reports to	Fiscal/Administrative Director
Position type	Non-Exempt
Salary range	\$40,000 - \$45,000 annually

Job Purpose

Our mission is to assist and enable low and moderate-income individuals to obtain the opportunities needed to prepare themselves for self-sufficiency. The Program Assistant is a key player in supporting their team members day-to-day. They provide administrative and logistical assistance, such as answering phones, processing grant documents, email inquiries, and understanding the confidential nature of the job.

Duties and responsibilities

- Respond to emails and answer phone calls
- Handle Contact Us from the Agency website
- Handle the State Help IL Families referral system
- Assist with Agency yearly & quarterly reporting. Including but limited to CAP, Organizational Standards, and grant reporting
- Preparing documents for payment/data entering
- Provide support to Various Departments
- Assemble Grant Packages and file completed packages
- Maintain central databases and spreadsheets for program tracking
- Assist with volume processing (i.e. large mailings)
- Assist the program manager(s) with compliance issues for all grants
- Other duties as assigned

Qualifications

- Bachelor's Degree Preferred
- Proficiency in Microsoft Office, including Word, Excel, PowerPoint, and Gmail
- Experience with State and Federal Grants
- Proven organizational skills
- Motivated self-starter with excellent oral and written communication skills
- Capacity to lead a developing initiative and take ideas from concept to completion
- Looking for someone who cares about humanitarian causes
- Previous Community Action or related experience a plus
- Strong people skills and the ability to exercise good judgment in complex situations

The Will County Center for Community Concerns is an Equal Opportunity Employer