



## **Program Associate**

### **Employment Opening**

The Learning Web has a job opening for a full-time position with responsibilities divided as follows:

- 50% devoted to administrative support of the Executive Director and Director of Operations
- 50% devoted to supporting our Youth Outreach Transitional Housing Program

The Program Associate will receive support from and report to the Executive Director.

### **Support of Agency Administration**

#### Position Duties:

- Assist with maintaining agency financial records via Quickbooks platform, including accounts receivable, accounts payable, and general Profit and Loss statements.
- Provide basic research and troubleshooting support on finance-related activities.
- Maintain paper and electronic agency filing systems and implement new systems as needed.
- Assist in grant submission, report preparation, and grants management activities.
- Assist in agency fundraising and communications activities.
- Assist in all areas of agency compliance requirements.
- Assist with electronic records via Filemaker platform (participant, community volunteers, landlords, donors, and employees) and other grant-required databases.
- Other duties or projects as assigned

### **Support of the Youth Outreach Transitional Housing Program**

#### Position Duties:

In concert with the Director of Youth Outreach and the Youth Outreach Case Managers:

- Provide life skills coaching to program residents throughout residents' stay in Learning Web housing.
- Identify potential apartments that meet all housing program requirements.
- Maintain collaborative, working relationships with our landlords.
- Manage apartment move-in and turnover procedures and support residents during the process.
- Forecast maintenance needs and coordinate with residents and landlords to have maintenance completed.

Provide administrative support to the Transitional Housing Program:

- Assist with the management of certification requirements and facilitate on-site inspections.
- Assist in complying with all aspects of the housing program requirements.

### **Minimum Qualifications:**

Education requirement:

B.A. and experience working in a community setting. Associate Degree may be considered if the candidate possesses additional related work experience.

Skills Requirement:

- Experience with vulnerable youth population, particularly youth of color and youth from lower socio-economic backgrounds desired.
- Experience in dealing with all aspects of basic apartment maintenance including troubleshooting, addressing routine issues and appropriately involving tenants in maintenance.
- Administrative assistant experience.
- Ability to read, interpret, and analyze written budgets, government regulations and technical procedures.
- Excellent written and oral communication skills including phone skills.
- Excellent organizational skills and the ability to manage multiple projects simultaneously, to prioritize work, be detail oriented, and to know when to seek assistance.
- Ability to interact well with team members and take direction.
- Ability to maintain confidentiality.
- Expertise in Microsoft Office Suite (advanced experience with Excel a plus).
- Aptitude and interest in learning Quickbooks and Filemaker platforms.
- Reliable transportation required.
- Experience supervising volunteers, work-study students, or interns desired.

### **Compensation:**

- Salary range commensurate with experience: \$30-33,000
- 85% paid individual health insurance
- Generous sick and vacation leave

### **To Apply:**

**Send a cover letter and resume** to: To Sally Schwartzbach, Interim Executive Director at [Sally@learning-web.org](mailto:Sally@learning-web.org)

Final candidate must complete a Learning Web Job Application, a criminal background check and a State Child Abuse Registry check, and a Driver's license check.

For information about our agency and programs, please visit us on the web at [www.learning-web.org](http://www.learning-web.org)

The Learning Web is an equal opportunity employer and does not discriminate against any employee or applicant for employment because of age, race, creed, color, national origin, ancestry, marital status, sexual orientation, gender, gender identity or expression, or disability. Individuals who bring a diverse perspective and are supportive of diversity are strongly encouraged to apply.