

## VILLAGE OF FRIENDSHIP HEIGHTS

### VILLAGE COUNCIL

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ALEXANDRA KIELTY, *Historian*  
JULIAN P. MANSFIELD, *Village Manager*

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### **Job Description**

#### **ASSISTANT TO PROGRAM DIRECTOR (PART-TIME)**

##### General Function

Under the direction and supervision of and evaluation by the Village Manager or designee, the Assistant to the Program Director assists with the implementation of policies and decisions as directed by the Council.

Specific duties include but are not necessarily limited to:

1. Assist Program Director with research and planning for events, with particular emphasis on programs for young professionals and children.
2. Chaperone trips as requested, and assist with hospitality for special events on evenings and weekends as scheduled.
3. Assist with preparation of the monthly newsletter with Program Director and Village Manager.
4. Coordinate ad requests for the newsletter, manage contracts and arrange payment schedule with the bookkeeper. Review ad acceptance with Program Director.
5. Coordinate class schedules with instructors and arrange payment schedule with the bookkeeper.
6. Design flyers and press releases and post on social media as directed by the Program Director and Village Manager.
7. Maintain bulletin board, posting monthly calendar of events.
8. Perform other duties as assigned by Program Director.