

VILLAGE OF FRIENDSHIP HEIGHTS

VILLAGE COUNCIL

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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 the Program Director and Village Manager.
4. Coordinate ad requests for the newsletter, manage contracts and arrange payment schedule with the bookkeeper. Solicit ads from local businesses. 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. Recruit and coordinate volunteers and Student Service Learning hour recipients.
9. Take and distribute Program Advisory Committee minutes and notifications.
10. Perform other duties as assigned by the Program Director.

The Assistant to Program Director is a part-time, 25 hour per week position, and includes benefits. Scheduling of time shall be coordinated through the Program Director, subject to the approval of the Village Manager. Federal salary equivalent is GS 7/9.