



## Urban League of Broward County

### TEMPORARY SUMMER EMPLOYMENT OPPORTUNITY

**Position:** Program Assistant  
**Classification:** Non-Exempt (20 Hours Per Week)  
**Supervisor:** As Assigned  
**Department:** Programs  
**Length:** 5/24/2021 – 8/11/2021

#### **Purpose of Position**

The Program Assistant provides overall support to designated programs and will be primarily responsible to ensure program scheduling, supplies to include ordering, and event materials are maintained.

#### **Essential Duties and Job Responsibilities**

- Respond to program related calls within 24 hours.
- Review completed program intake and assessment forms for completeness.
- Make calls to participants and/or guardian as needed.
- Track program related inquiry calls on a log.
- Enter data into client management system (s)
- Schedule transportation for program events.
- Maintain program supplies and materials.
- Complete check/requisitions for supervisor.
- Conduct participant file management quality assurance reviews.
- Assist and/or coordinate in the preparation of routine program reports and meeting materials, as assigned.
- Provide information as requested regarding Urban League or specific programs.
- Performs other related duties, as assigned.

#### **Job Specifications and Requirements**

- Associates Degree preferred in Business, Liberal Arts, Social Work, Communication or other related field; or combination of High Diploma and 3 years' experience.
- Must have at minimum two years' experience in related responsibilities.
- Must be extremely pleasant
- Must have customer service experience
- Ability to express ideas clearly in both written and oral communications.
- Proficient in time management to fulfill all tasks in a timely manner adhering to program guidelines and supervisory expectations
- Ability to work effectively with persons of all ages and diverse backgrounds, skills and abilities
- Must be computer literate with familiarity utilizing client management systems
- Must have outstanding organizational skills
- Must have excellent presentation skills.
- Ability to carry out responsibilities with flexibility to adapt to changing needs and goals.
- Positive and team-oriented attitude
- Must have an excellent command of the English language.
- Bilingual (English and Spanish or French or Creole) candidates, a plus.

- Excellent written and oral communication skills.
- Must be able to type a minimum of 40 wpm.
- Outstanding organizational skills.
- Ability to work effectively with persons of all ages and diverse backgrounds, skills and abilities.
- Working knowledge of office technology including computer using Microsoft Office, windows, and online research essential.
- Ability to carry out responsibilities with flexibility to adapt to changing needs and goals.
- Ability to balance the needs and expectations of multiple constituents.
- Positive and team-oriented attitude.

**Other**

- Must have a valid Florida driver's license and reliable transportation.
- Must pass a Level 2 background and drug screening.

**Submit Cover Letter and Resume via email to:**

**[hr@ulbcfl.org](mailto:hr@ulbcfl.org)**

**The Urban of Broward County is an equal opportunity employer**