

## **ACHIEVE of SOUTHWEST MISSOURI JOB DESCRIPTION**

**TITLE:** Achieve Program Assistant

**REPORTS TO:** Board President

**SUPPORTS:** Board President, Program Coordinator/Instructor & Associate  
Instructor/Skills Coach

**EMPLOYMENT STATUS:** 10-month Contract (August-May), Part Time Hourly, \$20/hr for approximately 10 hours a week, No benefits.

### **OVERVIEW:**

The Program Assistant is responsible for assisting the Program Coordinator/Instructor and the Achieve Board of Directors with day-to-day administrative duties.

### **Essential Duties and Responsibilities**

- Coordinates support and resources of Achieve.
- Provides in direct and at times direct support to Achieve students in the areas of academics, social, independent living, and job readiness.
- Assist with developing a project plan and implementing plan in accordance with project goals, objectives, and funding to support Achieve.
- Processes admission applications and coordinates program interviews with the enrollment team for potential Achieve students applying to the program.
- Professional and knowledgeable about the organization, Potentially the first point of contact.
- Maintain Achieve Budget and un reports as needed.
- Provides support for the Board of Directors implementing strategic plan, marketing and day to day administrative duties.
- Work closely with the Program Coordinator/Instructor to coordinate and communicate with families and community members.
- Collaborates with Evangel University Staff and Faculty to promote Achieve and to provide support for students.
- Maintain confidentiality.
- Ensure the safety of all participants at all times.

### **Professional Qualifications**

- Minimum of 30 college credit hours. A minimum of 1 year of experience as administrative support.
- Demonstrate a transparent and high integrity leadership.
- Excellent oral and written communication skills and strong interpersonal and human relations skills.
- Experience working with individuals with developmental disabilities preferred
- Proficient in Microsoft Office, Google, Teams and other online tools

- Ability to communicate Achieve vision and advocate for Achieve on and off campus.
- Ability to establish and maintain positive relationships and boundaries with participants.
- Ability to manage multiple tasks in an efficient manner.
- Ability to work with community in a collaborative and cooperative manner.

### **Other Qualifications**

- Valid driver's license and evidence of insurability.
- Eligible to work in the United States.