



Title: Summer Program Assistant
Reports To: Employment Programs Manager- SYEP & CSP
Classification: Seasonal, Part-time, Non-Exempt

Job Purpose: The Program Assistant works with the Summer Youth Employment Program Manager to provide a range of support for Tree Trust's summer programs.

Essential Functions

Summer Youth Employment Program Assistant Duties:

1. Assemble and maintain participant files including filing participant paperwork.
2. Prepare, print and assemble program documents and forms
3. Track participant attendance by answering phone calls from youth who will be late or absent and entering information into the database
4. Call and email program participants and parents
5. Enter program data into necessary databases
6. Assist Program Manager with miscellaneous mailings and phone calls and filing as needed.

General Program Assistant Duties:

1. Provide administrative support to other program areas and departments as needed.
2. Provide project support to other program areas and departments as needed.
3. Other duties as assigned

Qualifications/Skills Required:

Essential qualifications include:

1. High School Diploma and one year of administrative support experience required.
2. Excellent organizational skills and the ability to manage multiply projects.
3. Strong written and verbal communication skills.
4. Ability to prioritize tasks while being thorough and detail-oriented.
5. Knowledge of Microsoft Office software.
6. Proficiency with Salesforce or other CRM database software preferred
7. Ability to lift 30 lbs. and sit for long periods of time. Ability to bend and reach.

To apply, please complete and submit the application at <https://www.surveymonkey.com/r/NWMHYSN>

Tree Trust is an Equal Opportunity Employer.