



Pleasant Hill Education Foundation Program Assistant

Position Overview

The Pleasant Hill Education Foundation is seeking a part-time Program Assistant. The Office/Events/Program Assistant reports directly to the Executive Director. Some of the responsibilities include the following:

- Work in coordination with the Executive Director on all projects/events as assigned, and with Board Chairs and volunteers.
- Assist the Executive Director in developing community relationships.
- General administrative office and program organization tasks including ongoing data entry tasks. Must be proficient in Microsoft Office applications and have customer service and attention to detail strengths.

Responsibilities include:

- Assist with planning, implementing and follow-up for all special events with Executive Director and Board.
- Develop and maintain event and volunteer databases.
- Manage aspects of volunteer committees and volunteer coordination, including but not limited to staffing, recruitment, supervision, training and acknowledgement.
- Coordinate event logistics, publicity, and work with event contractors in conjunction with Executive Director.
- Create and maintain reports, spreadsheets and mailings. Support Executive Director and Board members in assigned project-based work. General office and data entry tasks as requested. Prepare materials for monthly meetings as requested.
- Participate in Board Committee meetings as necessary and requested.
- Assist and support the Executive Director in office/event administration and other fundraising programs as necessary. Maintain confidentiality in all aspects of donor, client, staff, and agency information.
- Conduct research, compile data, and prepare documents from donor database for consideration and presentation to the Executive Director and Board. Create

program documents, files, track volunteers and sponsorships, and other related tasks as requested. Other duties as assigned and requested.

Other Responsibilities:

Position requires demonstrated applied skills in word processing, website maintenance and other computer software, including but not limited to Microsoft Office, Word, Excel, Power Point, Dropbox, Googledocs, eTapastry. Also, the ability to learn fundraising and web design and management computer software programs. The ability to work without direct supervision in a small office environment is required. Ability to hold a valid Oregon Driver's License and possesses a car that can be used for work purposes.

Hours, Compensation & Schedule:

Part-time employee position, ranging from 10-15 hours per week (some weeks higher depending on events). Generally flexible schedule, though some days may be required due to special event planning. Hours are greater September-June with a few hours in August. Hours can be combination of in office and at home work schedule. Pay is between \$12-\$15 per hour depending on qualifications and experience. No benefits are included.

Qualifications :

A minimum of 2-4 years' experience in an office or paid position in events, marketing and website operation. Evidence of successful event, sponsorship, marketing, public relations, website and business development, relationship programs required. Team player, energetic and positive attitude, require confidentiality skills. Strong Excel and database experience. Ability to organize and maintain confidentiality.

Education :

Graduation from college/university or 2-year degree with a minimum 3-5 years related work experience, preferable with a nonprofit organization, may substitute. Event, communication, marketing and/or public relations experience desirable.

Interested candidates should send a resume and cover letter to:

Pleasant Hill Education Foundation
P.O. Box 636
Pleasant Hill, OR 97455

Or email to: janderson@phillfoundation.org