Position Title: Program Assistant
Reports To: Program Operations Manager
Date of Job Description: March 2025
Position Type: Hourly, generally 5 hrs/week, with fluctuations of 0-25 hours
Compensation: $21.50/hr

The Position
The Program Assistant supports the Reading Results Program Team by assisting the Program Operations Manager with materials (inventory, organization and distribution), data entry and other projects as assigned.

Essential Job Responsibilities and Outcomes
The Program Assistant's primary responsibilities are:
- Assist the Program Operations Manager with tracking the inventory, organization and distribution of program materials
- Coordinate delivery and retrieval of program materials
- Prepare materials and collateral for trainings
- Prepare, compile and sort documents for data entry
- Enter data into our student outcomes database
- Generate reports for the Program Operations Manager and Program Team

Skills and Qualifications
The ideal candidate for this position will have the following skills and qualifications:
- Physical ability to lift and move up to 20 lbs.
- Current valid? driver's license
- Attention to detail and organizational skills
- Excellent verbal and written communication skills
- Strong analytical and problem-solving skills
- Ability to maintain accurate records
- Familiarity with outcomes-based and relational databases, or the ability to learn the program

Environment and Conditions
- Position is a combination of remote, office and school sites.
- Position requires reliable transportation.
- Position requires occasional lifting of boxes up to 20 pounds

Preferred Education/Experience:
- Experience in a non-profit, education or relevant setting highly desirable
- Experience working within a team

Core Competencies:
- **Equity:** demonstrates awareness, attitudes, knowledge and skills that foster a climate of racial equity, diversity, and inclusion
- **High Standards:** driven to achieve a standard of excellence with our work and outcomes
- **Time Management:** ability to prioritize, juggle multiple demands, plan ahead, manage

workload
- **Compliance:** Honors Reading Results and school district policies
- **Coachability:** receptive to feedback, willing to learn, embraces continuous improvement
- **Initiative:** takes ownership of work, does what is needed without being asked, asks for direction or support as needed
- **Collegiality:** is helpful, respectful, approachable and team oriented, builds strong working relationships and a positive work environment

The above statements describe the general nature and level of work only. This is not an exhaustive list of all required responsibilities, duties, and skills. Other duties may be added and/or this description may be amended at any time.

Reading Results is an equal opportunity employer, everyone is invited to apply