

## Position Announcement for Program Assistant Position

The Family Success Center model is grounded in the belief that families and residents are fundamental to building healthy communities and recognizes the positive impact that comprehensive support can have on their overall well-being. The Family Success Center will promote resident and family well-being and improve community safety within the identified cluster, which includes Carver, Langston, and Kingman Park neighborhoods. E/BFSC is seeking a part-time Program Assistant for the Family Success Center serving targeted communities in Ward 5 and 7. This is a critical position as this is the first person that visitors encounter at the Family Success Center. They are responsible for greeting visitors and maintaining a safe and positive atmosphere and for supporting various programs and staff under the direction of the Site Coordinator (supervisor). The position will provide a wide variety of administrative duties including data management, front desk management, coordinating and scheduling meetings and preparing program materials. In addition, they will support staff in the planning and implementation of community engagement, partner and staff development, special programs and other initiatives.

### **Qualifications and Other Important Details**

1. High School Diploma or GED Certificate and a minimum of one (1) year of experience in an administrative position.
2. Valid driver's license, copy of driving record and proof of valid auto insurance required.
3. Successful Completion of Background Clearance Process
4. Ward 5 residents and Carver, Langston and Kingman Park residents are encouraged to apply.
5. Pay range: \$19.00 - \$22.00 per hour.

This position offers an opportunity to make a meaningful impact on the lives of families and individuals within the community while working with a dedicated team committed to excellence and service.

If interested, please submit your resume to [resume@ebfsc.org](mailto:resume@ebfsc.org).