



Job Title	YALTA Program Assistant
PVN ID	VA-1609-001386
Category	Clerical/Office Services
Location	OFFICE OF SR. UNIV DEAN FOR ACADEMIC AFFAIRS
Department	Creative Arts Team
Status	Part Time
Hourly Rate	\$15.00-\$15.00
Hour(s) a Week	10.00
Closing Date	Jan 04, 2017 (Or Until Filled)

General Description

The CUNY Creative Arts Team seeks a part-time staff member to provide administrative event planning and organizational support for the Young Adult Literacy Technical Assistance (YALTA) Program. The candidate will work closely with the Project Director to deliver the highest quality of technical assistance to 16 sites across the city that provide literacy services to young adults.

The ideal candidate must be able to handle multiple tasks and be exceedingly well organized, resourceful, detail oriented, creative, and flexible. They must be a problem-solver, open to new ideas, and enjoy the process of collaborative brainstorming and idea pitching. The candidate will be a self-starter who uses organization, creativity, and efficiency to see various tasks to completion.

It is important for this candidate to have strong interpersonal, written, and verbal communication skills with the ability to interact with staff (at all levels) with a high level of professionalism.

Primary Responsibilities:

- Document all programmatic activities with pictures and detailed minutes - take notes during meetings
- Prepare presentation materials and resource materials
- Maintain digital files and hard copy of Professional Development materials, meeting agendas, and evaluative feedback forms
- Proofread and edit monthly reports
- Maintain and organize physical workspace—filing and archiving research and resource materials
- Research topics and trends that pertain to Young Adult Literacy
- Track and maintain daily schedule and monthly calendar for Project Director
- With the Project Director, coordinate, plan and attend a variety of meetings, trainings, rehearsals, off-site observations, and Professional Developments. This may include catering, room set-up, participant check-in, and ordering supplies.
- Track communications between Community Based Organizations (CBOs) and Project Director

- Prioritize and respond to correspondence from outside CBOs as needed.

Other Duties

Be available 10 hours a week between the hours of 8:30am*- 5pm.

*8:30 am start time is rare.... if we do an event that requires an early start time, advance notice will be provided.

Qualifications

- Bachelor's Degree
- 2+years office management experience
- Strong written and oral communication skills
- Strong working knowledge of MS Office, including Word, Excel, PowerPoint, Publisher
- Experience with graphic design, digital photography and video editing
- Social media/networking management skills a plus