Detailed Job Description:  
PROGRAM ASSISTANT (PART-TIME)

SUMMARY:  
The Program Assistant works under the supervision of the Director of  
Programs to support the planning and implementation of the Virginia Center  
for Inclusive Communities’ programs through logistics management, data  
entry, and general administrative tasks. This is a 20-hour per week position.

KEY RESPONSIBILITIES:
• Provide administrative and clerical support to all program staff.  
• Assist in the planning and coordination of programs by purchasing, preparing, and  
organizing supplies.  
• Compile program rosters and reports through data entry and filing with critical attention  
to detail.  
• Update program registration forms and manuals on a regular basis.  
• Prepare and manage large office mailings.  
• Maintain an accurate inventory of program supplies and place orders in accordance with  
organizational procedures.  
• Support invoicing and record-keeping related to program fee-for-service clients.  
• Assist with program evaluation efforts through data entry and analysis.  
• Communicate by phone and email with program clients and participants.  
• Assist in the development of multimedia presentations to be used at programs.  
• Schedule and organize meetings and events as needed.  
• Document all program planning, policies, procedures, practices, and logistics to ensure  
quality control and sustainability.  
• Perform additional duties designated by the President & CEO and Director of Programs  
to achieve success of programs and meet mission of the Virginia Center for Inclusive  
Communities.

SKILLS/ABILITIES/EXPERIENCE:  
• A strong personal commitment to the Virginia Center for Inclusive Communities’ mission  
and work.  
• Exceptional organizational and interpersonal skills.  
• Computer proficiency in Windows/Microsoft Office environment.  
• Commitment to maintain confidentiality of participants’ information.  
• Adaptability in fast-paced working environment.  
• Ability to manage multiple tasks and take initiative independently.  
• Experience communicating and working with diverse groups.  
• Must be able to lift, push, and pull up to 30 pounds.  
• High school diploma required; BA or equivalent in a related field preferred.  
• At least two years of experience working or volunteering at a nonprofit organization.
**SALARY:**
- Hourly salary commensurate with experience.
- Vacation leave may be accrued in accordance with personnel policy manual.
- This is a non-exempt position.

**ORGANIZATION BACKGROUND:**
The Virginia Center for Inclusive Communities works with schools, businesses, and communities to achieve success by addressing prejudices, in all forms, in order to improve academic achievement, increase workplace productivity, and enhance local trust. Through workshops, retreats, and customized programs that raise knowledge, motivation, and skills, VCIC develops leaders who work together to achieve success throughout the Commonwealth.

Our organization traces its roots back to 1935 in Virginia. With a lengthy and rich history, we have been destined to change with the times, even as we work to change the times in which we live. Originally founded as the Virginia Region of the National Conference of Christians and Jews, the Virginia Center for Inclusive Communities has concluded our association with NCCJ and has joined with many of our fellow offices across the country to form the National Federation for Just Communities, a new movement fighting prejudice in all its forms.

The Virginia Center for Inclusive Communities is an equal opportunity employer.

**TO APPLY:** Send cover letter & resume by March 17, 2017 to:

Jonathan Zur  
President & CEO  
Virginia Center for Inclusive Communities  
5511 Staples Mill Road, Suite 202  
Richmond, VA 23228  
Fax: (804) 515-7177  
Email: contact@inclusiveVA.org

*Be sure to specify “Program Assistant” in your cover letter. No phone calls or visits, please.*