



# ParentJobNet

*Connecting Parents with Opportunities*  
*A Non-profit Organization-501(c)(3)*

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## PROGRAM ADMINISTRATOR Volunteer Opportunity

Requirement: 5+ hours per week

Off-site & On-site: Home & Office

Benefits/Perks: PJN Staff Member  
Company E-mail address

### Other Benefits:

- The assurance that you, personally, are helping to further our mission
- Professional credits: useful for job-hunting purposes, especially if you are not currently employed
- Internship credits, as applicable
- Possible future paid employment

ParentJobNet, Inc., a non-profit 501(c)(3) organization, whose mission is to help parents and caregivers get jobs, enhance their careers, and become financially knowledgeable, is seeking a Program Administrator.

The Program Administrator volunteer will work closely with the Program Director to assist with paperwork, surveys, statistics, and reporting.

### Responsibilities:

- Assist in conducting needs assessments in hosting schools
- Disseminate surveys and feedback reports to participants
- Collect and maintain statistics
- Manage in-take forms and other program related paperwork

### Requirements:

- Excellent verbal and written communication skills
- Working knowledge of MS Word, Excel, Yahoo Mail and Internet research
- Reliable home computer or laptop and Internet connection
- Ability to work independently as well as within a group structure

If interested, please send a cover letter and resume to [info@parentjobnet.org](mailto:info@parentjobnet.org) for consideration. We will consider qualified candidates only. Be sure to type the name of the position in the "subject" field.