

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 prepare, educate, and connect public school parents and caregivers with job opportunities, enhance their careers, and help them 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 for consideration. We will consider qualified candidates only. Be sure to type the name of the position in the "subject" field.