



## **KIDWORKS COMMUNITY DEVELOPMENT CORPORATION**

### **Job Opportunity: Program Administrative Associate**

**Job Title:** Program Administrative Associate  
**Department:** Programs  
**Reports To:** Senior Director of Programs  
**Classification:** Non-Exempt / Full-Time  
**Compensation:** \$22-\$24 hourly  
**Benefits:** Health Benefits (medical, dental, vision), Life Insurance, 401(k) Plan w/employer match, Vacation Accrual, Paid Sick Time, and Paid Holidays.

### **ORGANIZATION**

KidWorks, a well-respected community development organization located in central Santa Ana, exists to unleash youth potential. KidWorks serves over 800 children, youth, and parents every week through preschool, after-school tutoring and enrichment, leadership development, and community engagement and advocacy. To learn more visit <http://www.kidworksoc.org/ourstory/>.

### **POSITION SUMMARY**

Reporting to the Senior Director of Programs, the Program Administrative Associate plays a vital role in supporting the effective operation of KidWorks' programs by providing comprehensive administrative assistance, as well as managing and maintaining the program database. The Program Admin Associate provides direct administrative support to the Senior Director of Programs, assists in coordination of program activities, and supporting program directors and managers, as assigned. This position is responsible for maintaining the program database, analyzing then generating reports to support program evaluation.

### **ROLES AND RESPONSIBILITIES**

#### **ADMINISTRATIVE SUPPORT**

- Assist to draft and/or edit correspondence including memoranda, reports, e-mails, presentations and other documents on behalf of Senior Director of Programs.
- Assist in scheduling, meeting preparation, and broad administrative support for Senior Director of Programs.



- Assist to ensure appropriate follow-up from key meetings including distributing meeting notes, flagging follow-up items, and scheduling next steps.
- Attend Program Leadership Team meetings when necessary.
- Other additional and/or alternative duties as assigned from time to time, including supporting other program departments.
- Perform other related administrative duties as assigned.

### **DATA MANAGEMENT AND REPORTING**

- Ensure all data is correctly entered into the program database (Kidtrax) in a timely manner (case notes, family updates, attendance, etc).
- Manage Kidtrax by updating all site's student rosters throughout the year.
- Co-lead the annual student registration process with the Family Community Engagement Manager to ensure family data is entered correctly.
- Pull weekly attendance/engagement reports for all sites.
- Analyze and report internal and external trends, where needed.
- Support the program evaluation and assessment process.

### **PROGRAM OPERATIONAL SUPPORT**

- Assist with planning and implementation of special events and projects (Teacher Appreciation Week, Program Huddles, and others).
- Provide occasional support with student transportation using the KidWorks vans for program activities and events.
- Collaborate with Program Directors/Managers to provide logistical support for major events and initiatives, on occasion.

### **CANDIDATE PROFILE**

The requirements listed below are representative of the knowledge, skills, and/or abilities required to perform the job successfully.

### **EDUCATION/EXPERIENCE**

- Bachelor's degree (B.A.) from four-year college or university
- Two years of experience in an equivalent or related position in administrative support and database management

### **SKILLS/REQUIREMENTS**

- Passion for KidWorks mission and values, with ability to articulate and exemplify this passion



- Demonstrated commitment to the values of diversity, inclusiveness, equity and empowerment
- Bilingual English/Spanish preferred
- Excellent writing, communications and interpersonal skills.
- Strong interpersonal skills, cultural humility, and cross-cultural communication skills across various demographic audiences
- Strong planning, organization and time management skills
- Detail oriented with the ability to work under pressure and prioritize competing demands and meet deadlines
- Exhibit resourcefulness in meeting the goals of the position
- Demonstrated ability to manage sensitive information and documents, with strict confidentiality
- Proficient in database management
- Proficient in Microsoft Office Suite (Outlook, Excel, Word, PowerPoint, Publisher)
- Valid drivers' license and willing to drive students in a company van on occasion

## **APPLICATION PROCESS**

To apply for this position, email [hr@kidworksoc.org](mailto:hr@kidworksoc.org) and include both a cover letter and resume. Please write "**Program Administrative Associate**" in the subject line. Both attachments must be received; incomplete applications will not be considered. Please forward electronic submissions only. No phone calls please. Only principal, qualified candidates that follow the application process will receive a response.

*KidWorks is an equal opportunity employer.*