

Job Title: Program Assistant
Supervisor: Program Manager, Grant Writer/Coordinator

MAI Family Services

To apply, please contact:
jobs@maifamilyservices.com



This position is a commitment with a start date of June 1, 2017.

Job Summary

MAI Family Services is a community-based, local not-for-profit organization which, for over 30 years, has provided assistance to South Asian families and individuals in need. Our mission is to provide confidential and professional services for intervention while promoting awareness of mental health issues, domestic violence and other issues through community education and outreach. **The Empowerment Program's** goal, an awardee of the State of Michigan **STOP Grant**, is to support victims and survivors of domestic violence by providing tools, including, but not limited to, financial literacy, computer skills, and ESL classes that will lead to self-sufficiency.

We are looking to fill a *part-time, paid* position (20 hours per week) for a **Program Assistant** to work on a team to implement an empowerment program for survivors of domestic violence. This is a grant funded position and the Assistant will be responsible for working with the Program Manager, MaiFS staff, and volunteers in planning and organizing program activities as well as carrying out operational tasks related to the grant. The ideal candidate is culturally sensitive, aware of issues related to South Asian Domestic Violence survivors, a self-starter, creative, with excellent organizational skills and an eye for detail and able to understand the needs of and work with a diverse group of people.

Essential Duties

1. Assist the Program Manager and MaiFS marketing and outreach teams to disseminate information about the program within various community organizations in the metro Detroit area.
2. Assist the Program Manager and MaiFS outreach team to recruit and register participants for the program
3. Work with Program Manager to organize transportation and child care for participants
4. Perform administrative duties such as duplicating, sorting, filing etc.
5. Set up meetings, prepare meeting minutes related to the program and disseminate the minutes to relevant stakeholders.
6. Perform other grant related duties that may arise.

Minimum Qualifications (Knowledge, Skills and/or Abilities Required)

- Detail oriented with strong problem solving skills
- Ability to prioritize and manage multiple tasks and roles.
- Ability to interact with people of varied cultural backgrounds
- Ability to work independently and as part of a team
- Excellent skills with Microsoft Word Office, Excel, PowerPoint, Outlook etc. • Ability to manage time effectively
- Effective oral and written communication skills
- Ability to work flexible hours

Working Conditions & Physical Requirements and Work Environment

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodation may be made to enable individuals with disabilities to perform essential functions. Duties are normally performed in a school/classroom environment. The noise level in the work environment is usually moderate.

Supervision Exercised: None

Supervision Received: Coordinator of Grant, Program Manager and/or Program Assistant

How to Apply

Please e-mail a cover letter detailing your relevant experience and resume to jobs@maifamilyservices.com indicating "**Program Assistant**" in the subject line. We will accept applications and interview candidates on a rolling basis until the position is filled.