

**JOB: PROGRAM ASSISTANT****DEADLINE: JULY 13, 2018****LOCATION: NEW ORLEANS, LOUISIANA****ORGANIZATION**

The Power Coalition for Equity and Justice (PCEJ) is a statewide civic engagement table in Louisiana that works to shift power back to the people, fights policies that hurt Louisiana's families, and increases voter participation by building support structures for community activism. PCEJ aims to make the state of Louisiana a case study for how to end poverty through innovative policy, civic engagement, and adequate resources. We bring the voices of our constituents to the forefront to create hope for communities by lifting up a vision of equity, voice and power. Our support of community-driven activism and grassroots leadership development empowers citizens to address classism, racism, and other marginalization in their own lives and communities instead of having their voices ignored in the traditional, top-down structures of power.

**POSITION OVERVIEW**

The PCEJ is seeking a Program Assistant to coordinate the logistics of a growing staff, support the Executive Director's schedule, and communicate the Executive Director's schedule and priorities to staff. The Program Assistant will bring a high level of organization and initiative to support the Executive Director and work closely with the Deputy Director, as well as interact with partners. This position offers the opportunity to learn/gain exposure to nonprofit management, coalition-building, and nonpartisan issue advocacy. The ideal candidate must be driven, naturally inquisitive, and take initiative while also working effectively with teams.

**SPECIFIC RESPONSIBILITIES**

- Provide administrative support for the Executive Director (ED) including travel, logistics, expense reimbursements, etc.
- Manage the ED's calendar for appointments, meetings, and conferences as needed and communicate.
- Support the ED and work closely with the Deputy Director to provide strategic management with a strong understanding of priorities, ability to serve as a gatekeeper to ensure time is used for the highest-value reasons, and support on preparation for and follow up from meetings.
- Manage calls, online inquiries and appropriately direct them to program leads.
- Work closely with Deputy Director to develop and maintain cloud-based and paper filing systems for Human Resources, staff onboarding, and internal and external PCEJ documents
- Assist with scheduling and facilitate staff/partner attendance at community events
- Coordinate logistics and special accommodations (e.g., food, supplies, etc.)
- Record meeting minutes for designated meetings and events
- Assist with input of data into the CRM databases (Constant Contact and VAN)
- Inventory and restock of all office supplies and other materials

**QUALIFICATIONS**

- Mission-driven; passionate about PCEJ's vision and constituencies

- Bachelor's degree and/or 3-5 years administrative experience
- Prior electoral or issue advocacy campaign experience is a plus.
- Strong writing and organizational skills
- Ability to multi-task, strong attention to detail, and thorough
- Quick study/fast learner
- Unquestionable personal code of ethics, integrity, and trust
- Respect for diversity and teamwork

**PHYSICAL DEMANDS/WORKPLACE ENVIRONMENT**

The work is performed primarily in an office setting with up to 20% statewide travel required.

**COMPENSATION**

This is an exempt position. Starting salary is \$33,000 with full benefits package provided.

**TO APPLY**

Submit cover letter, resume, and writing sample to [PCEJHires@gmail.com](mailto:PCEJHires@gmail.com) no later than July 13, 2018.