POSITION TITLE: Program and Office Assistant
HOURS: Part-time (with option up to 40 hours); can be qualified for academic credit
LOCATION: ASU Watts College – UCENT Building, downtown Phoenix (once established in position remote work is also possible)

The Program and Office Assistant has a passion for making a real difference in people’s lives through the Arizona Town Hall process; works with people across the state and other countries; has a positive, direct hands-on approach; and understands that communication, collaboration, and commitment are critical to success.

The ideal candidate is entrepreneurial, responsible, organized, detail oriented, a good communicator (verbal and written), experienced working with diverse people and communities, able to handle multiple priorities, and comfortable working both independently and collaboratively.

REPORTING RELATIONSHIPS:

The Program and Office Assistant reports to and receives direction from the President. This position also works closely with executive level volunteers and others in the office to assure that daily operational tasks are completed in a timely and accurate manner.

PRIMARY RESPONSIBILITIES (and demonstrated qualifications):

➢ Help to plan and implement programs. Assist as needed with meetings related to community programs and coordinate follow-up as necessary with community partners.

➢ Communicate with executive level volunteers for community events.

➢ Implement media relations strategies and develop other types of communication as needed. Work closely with the Director of Publications & Communications to establish and maintain marketing materials relating to community programs.

➢ Provide administrative support as needed for various items in support of the organization’s operational tasks.

SKILLS/QUALIFICATIONS:

➢ Excellent written and verbal communication skills
➢ Strong organizational and interpersonal skills
➢ Ability to work both independently and part of a team
➢ Demonstrated skill working with MS Office suite software AND working in social media platforms

APPLICATION:

Submit a cover letter and resume stating interest and demonstrating qualifications, in PDF or Word format by email to AZTHHR@aztownhall.org.