**Program Assistant**

The program assistant fulfills administrative needs for prevention programming with emphasis on community initiatives, home visiting and other prevention initiatives, and prevention conference support. Duties may include coordination of meetings, contract processing, follow-through with program sub-recipients/sub-contractors, and maintenance of program timelines.

**Qualifications**

Minimum two-year office administrative support experience is preferred; some college preferred.

Excel at details, multi-task, work independently and set priorities.

Be a critical thinker, well-organized, and detail-oriented; have proficient or expert communication (oral and written skills); demonstrated ability to be proactive and take initiatives; work both independently and in team setting; prioritize and manage multiple tasks; manage budgets and assist with writing grants and grant reports when needed.

Serve as a positive, proactive public voice for Children's Trust through social media, public speaking, public relations, and/or representation at training and events; build capacity and knowledge of the agency.

**Benefits**

Children’s Trust provides a competitive benefits package including medical, dental, life, short-term and long-term disability, matching voluntary deferred compensation, and paid time off and holidays.

**Salary Range**

$27,512 - $38,516

**Hiring Range**

Min: $31,000 Max: $35,000

*You can find out more about our mission at* [*www.scchildren.org*](http://www.scchildren.org)*. A more complete description of this position can be found at* [*www.scchildren.org/employment*](http://www.scchildren.org/employment)*.*

Email cover letter and resume by May 29 to aneely@scchildren.org subject line ***HV Program Assistant*** or mail to P.O. Box 11644, Columbia, SC 29211.