



Position Title: **Program Assistant, YPC**
Location: **New Brunswick**
Reports to: **Program Manager**
FLSA: **Part Time 21 hours/week**

Prevent Child Abuse - New Jersey (PCA-NJ) is the statewide leader in the prevention of child abuse and neglect and the promotion of healthy childhoods for all of New Jersey's children. The organization was incorporated in 1979 as the New Jersey chapter of Prevent Child Abuse America, the 9th Chapter to be established among a national network. Today, we exist as one of the largest chapters across the country and have become a recognized leader for prevention work in New Jersey.

PCA-NJ's expertise lies in developing primary and secondary prevention programs including public awareness campaigns, parenting education programs, workshops and professional training, home visitation services, initiatives that promote parental involvement in a child's education, and projects that support highly vulnerable families. Our prevention programs meet the specific needs of families to ensure that they are capable of nurturing, developing, and sustaining healthy children.

JOB SUMMARY:

The Program Assistant is responsible for general program support of the Young Parent Coalition (YPC). Responsibilities will include: meeting and event coordination, data entry, resource identification, referral coordination, supplies, subscriptions, filing, equipment maintenance/issues, record and maintain meeting minutes, and overall clerical support.

This is a hybrid position that allows remote work with supervisory approval. Occasional presence at the office and in the field will be required. Anticipated office presence is about once per week.

MAJOR RESPONSIBILITIES:

1. Handle all administrative functions related to meeting and event preparation including:
 - Setting up online registration
 - Develop flyers and marketing materials
 - Prepare folders and handouts
 - Reserve training and event space
 - Order materials

2. Maintain up-to-date and accurate documentation to support programmatic reporting requirements.
 - Take notes at meetings
 - Record attendance and update logs
 - Maintain up-to-date files with supporting documentation
 - Enter data into MIS and/or Excel spreadsheets as directed

3. Provide general programmatic support including but not limited to:
 - Supply orders

- Create training certificates
 - Send email updates
 - Identify resources as needed
 - Update program web page
4. Actively participate in PCA-NJ staff meetings, departmental team meetings, and supervision sessions.
 5. Fulfill other duties as assigned.

QUALIFICATIONS:

- Bachelor’s degree preferred.
- Strong written and oral communication skills required.
- Ability to build relationships with persons at all levels of human service.
- Awareness of cultural diversity and its impact on planning and provision of services.
- Strong ability to problem-solve.
- Must be proficient at Word, Excel, Powerpoint, Outlook, Zoom, and Teams.
- Highly organized, motivated and flexible.

Candidate must possess a strong desire to learn and a commitment to professional development in all the above areas.

OTHER CONDITIONS OF THIS POSITION: Occasional travel throughout New Jersey will be necessary, and a valid driver’s license & reliable vehicle are required. Hours may need to be flexible to allow for evening and weekend work.

TO APPLY:

Please submit resume and cover letter to resume@preventchildabusej.org. Be sure to include “Program Assistant, YPC” and your last name in the subject line.

Prevent Child Abuse New Jersey is committed to inclusive hiring and dedicated to diversity in its work and workplace culture. We provide equal opportunity and protection from discrimination for employees and applicants in all aspects of the employment relationship, without regard to race, color, national origin, sex, sexual orientation, gender identity or expression, marital status, military or veteran status, disability, age, religion or any other classification protected by law; and we strongly encourage candidates of all identities, experiences, orientations and communities to apply.