

Friends of Recovery Oswego County



Program Assistant – Part Time

Location: Fulton, NY

Hours: 10 hours per week

Compensation: \$20.00 / hour

Job Summary:

The Program Assistant provides administrative and logistical support to ensure the smooth operation of programs. They assist in coordinating program activities, managing schedules, maintaining records, and communicating with participants and stakeholders. Their responsibilities also include preparing reports, handling correspondence, and supporting event planning and execution.

Key Responsibilities:

- Assist with the planning, development, and implementation of program activities and events.
- Manage schedules, maintain program files, and prepare reports.
- Work with volunteers and staff to ensure successful program delivery.
- Assist with grant writing, donor relations, and fundraising events.
- Conduct outreach activities to raise awareness about the organization and its programs.
- Maintain accurate and up-to-date records of program activities, participants, and outcomes.
- Provide general administrative support, such as answering phones, scheduling meetings, and maintaining filing systems.

Qualifications:

- High School Diploma or equivalency and relevant experience/education.
- Proficiency in Microsoft Office (Word, Excel, Outlook) and Google Suite.
- Strong written and verbal communication skills.
- Excellent organizational skills and attention to detail.
- Ability to multitask and work independently in a small team environment.
- Passion for our mission and a commitment to nonprofit work.
- Has a valid NY driver's license and/or access to reliable transportation.