



JOB DESCRIPTION - Program Assistant – Part Time (6 hours per week)

Position Overview

The Program Assistant is a part-time position that reports to the Program Manager and works closely with the members of e's Club. This role is responsible for supporting the facilitation of e's Club programming and ensuring positive experiences for members, families, and volunteers.

Key Responsibilities

e's Club Operations

Responsible for the operation of e's Club events. Tasks include, but not limited to, opening/closing the e's Club facility, managing volunteers, overseeing the members, greeting and serving as the first point of contact for parents, implementing the evening's activity, and ensuring that the facility is clean at the end of the night.

Programming Support

Provide input on activity ideas and assist in developing quarterly e's Club Calendar of activities. Will be using Basecamp for team communication.

In-Take Events

Assist with Open House, including giving tours and answering questions from prospective members. Help register guests and, when needed, enter information into the CRM system to activate new memberships.

Volunteer Support

Assist in the orientation and onboarding of new volunteers.

Other Duties

Perform additional responsibilities as assigned.

Qualifications

- Bachelor's degree preferred.
- Experience in nonprofit settings and/or working with neurodivergent individuals, particularly those on the autism spectrum, is strongly preferred.
- Strong customer service skills and a warm, hospitable demeanor.
- Excellent written and verbal communication abilities.
- High attention to detail and strong organizational skills.
- Proficiency in Microsoft Office and comfortable with technology.

Salary & Schedule

- Salary is negotiable.
- This is a part-time position, averaging 3–6 hours per week with flexible scheduling. Min. of 4 events a month.
- Availability required for weekend events (Friday evenings, Saturday daytime/evening, and Sunday evenings), virtual weeknight programming, outings, and member drop-in events.

To Apply

Please submit your resume and cover letter to careers@erinshopeforfriends.org. **No phone calls, please.**



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