Hispanic Unity of Florida

Job Title: Program Assistant
Reports To: Program Manager
Classification: Non-Exempt, Full-Time Employee- 40 hours per week
Date Released: August 2023

CHANGE LIVES AND MAKE A DIFFERENCE!

At Hispanic Unity of Florida (HUF), we change lives every single day – in small and big ways. If you want to join an exceptional organization that works tirelessly to ensure that everyone is empowered to live their American dream, please continue reading.

It is imperative that all applicants share in the HUF values as it serves as the foundation for how we treat each other, our clients, our funders, and everyone we come in contact with. Those values include but are not limited to: Integrity, transparency, respect, dignity, accountability, diversity, and cultural awareness, commitment to excellence, collaboration and teamwork.

Summary
The Program Assistant is responsible for supporting the Family Strengthening (FSP) Program Manager in the monitoring of the programs/contracts services as well as ensuring programs comply with policy and service standards. The position requires ensuring the accuracy of outcome data in the programs’ database systems, conduct outreach, enrollments, purchases as well as enter assessments data in the system.

Administrative Essential Duties:
1. Prepare with the Program Manager all monthly, quarterly, and annual reports required to comply with FSP contract.
2. Prepare invoices to be reviewed by the Program Manager prior to submission to funders according to established guidelines.
3. Provide general administrative support, outreach, enrollment, and program activities.
4. Enter FSP programs data in database and prepare monthly invoices.
5. Responsible for placing and delivering program-related purchases such as food, gift cards, etc.
6. Analyze, track, and report all outcome data required by the funders.
7. Participate in the program budget weekly meeting.
8. Clerical duties such as copying, faxing, scanning, and filing as needed.
9. Perform quality control of program’s data.
10. Perform other duties as requested.

**Programmatic Essential Duties:**
1. Contributes to the preparation of reports as requested.
2. Communicate with clients and other stakeholders to gain community support for the program and to solicit input to improve the program.
3. Plan and collaborate effectively with staff members to ensure work schedules and the execution of contract requirements, as well as achievement of program outcomes.
4. Attend to programs meetings representing the agency as necessary.
5. Perform other duties as requested.

**Qualifications & Skills**
- Hold a high school diploma (associate or bachelor’s degree preferred) at an accredited college or university. A minimum of 3 years of administrative support positions experience.
- Establish and maintain positive working relationships with others, both internally and externally, to achieve the goals of the organization.
- Speak, listen, and write in a clear, thorough, and timely manner using appropriate and effective communication tools and techniques.
- Anticipate, understand, and respond to the needs of internal and external clients to meet or exceed their expectations within the organizational parameters.
- Work cooperatively and effectively with others to set goals, resolve problems, and help to make decisions that enhance programs effectiveness.
- Set priorities, develop a work schedule, monitor progress towards goals, and track details, data, information, and activities.
- Knowledgeable on word processing, Databases, Spreadsheets, E-mail, and Internet

I have read my job description and understand my responsibilities.

Employees Signature___________________________ Date: ______________

Supervisor’s Signature__________________________ Date: ______________

Title: ________________________________________

“This job description is not an employment agreement or contract. Management has the exclusive right to alter this job description at any time without notice”.

Hispanic Unity of Florida is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the employer will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.
Updated August 2023 by Yonela Carusi, Director Education