



Global Kids-DC
Program Assistant
Job Description

Summary/Purpose of the Position:

Global Kids, Inc. Washington, DC seeks a dynamic, hard-working, and creative individual to provide administrative support to our after-school global education and youth development programs operating at three different DC public high school sites. This is a 16-20 hours weekly, part-time position with an immediate start date.

Duties and Responsibilities:

Responsibilities include:

- Coordinate and manage all programmatic administrative tasks including and not limited to collection, entry, and submission of program data for each site.
- Coordinate online data entry efforts ensuring all enrollment, attendance, and event participation records are accurately documented.
- Support program recruitment and retention efforts such as flyer design, reminder phone calls and parent/family engagement activities.
- Support planning and coordination of special events, field trip, retreats, and the annual Global Kids Youth Conference taking place in D.C. and in NYC.
- Support program evaluation tasks as assigned by Global Kids DC Director and/or Site Trainer.
- Support aspects of social media and program marketing efforts.

Qualifications:

- Bachelors degree preferred; or current college/university student.
- Strong work ethic, initiative, creativity, willingness to learn, and ability to juggle multiple tasks independently.
- Strong computer and technology knowledge preferred.
- Strong communication, writing, organizational, and interpersonal skills.
- Experience/enthusiasm for working with urban high school youth and /or using interactive learning strategies in culturally diverse settings desired.

Salary/Benefits: \$12.50 per hour

Please send a resume and cover letter to resumes@globalkids.org. Please indicate "GK-DC Program Assistant" in the subject line of the email. We are unable to accept any phone, mail, or fax inquiries; please refer to the Global Kids web site for further information, www.globalkids.org.

Global Kids, Inc. is an equal opportunity employer. We are committed to a policy of equal treatment and opportunity and do not discriminate against employees or applicants for employment on the basis of race, sex, color, national origin, religion, age, citizenship, mental or physical handicap or disability, marital status, sexual orientation, pregnancy, military or veteran status or any other characteristic protected by law.

We continue to support and promote equal employment opportunity, human dignity, and racial, ethnic, and cultural diversity.