



## **Job Description Program Team Assistant**

ASAP!® is a social profit institution recognized for its high-quality, portable, immersive learning experiences. What began as a small after school arts program has evolved into a wide-ranging education organization whose arts-infused programming is brought into schools and community spaces in Connecticut. Through curriculum-aligned in-school projects, collaborative summer programs, and weekend and after school workshops, ASAP! delivers safe spaces for exploration, collaboration, and discovery vital to a journey of joyful learning.

At ASAP!® we believe that when we honor children's imaginations, invite them to create, and trust their resourcefulness, they will become the empowered, resilient, and compassionate adults the world really needs.

### **Description:**

The ideal candidate will be a great collaborator, work with enthusiasm, be proactive, nimble, and have excellent organizational skills. This position requires a love of the arts, education, and working with children as well as a passion to make the world a better place.

### **Current Program Locations**

Ansonia, Bridgewater, Brookfield, Danbury, East Hartford, New Milford, Torrington, Roxbury, Sharon, Washington, Waterbury, West Hartford

### **Responsibilities Include:**

Programs & Events:

- Assist with daily tasks and overall office operations
- Serve as a point of contact for families about programs and events
- Register and collect tuition from attendees for programs
- Attend programs and events on a weekly basis
- Share program and event promotional materials with schools and communities
- Distribute posters and other marketing collateral for programs and events
- Update and organize accounts in our CRM
- Share weekly enrollment reports with the Program Director and Executive Director
- Work with the Program Director to research and plan for future programs
- Order supplies for office and programs and oversee inventory
- Support Marketing and Communications Coordinator when needed

### **Required Qualifications:**

- Strong writing skills
- Ability to work successfully remotely
- Experience working with a non-profit preferred
- Experience with Mac/Apple products
- Experience with Google Suite
- Experience with Microsoft Office (particularly Excel)
- Experience with Dropbox

- Reliable transportation and a history of punctuality
- Legible handwriting preferred
- Bilingual (English and Spanish) preferred

**Job Type:**

Full-time

**Start Date:**

February-March 2023

**Salary:**

\$48,000

**Benefits**

Flexible schedule

Paid time off (after 90 days of working for ASAP!)

Remote work

Bonus aligned with accomplishments

401K through MYCT Savings available beginning in 2023

**Commitment to the ASAP! mission**

ASAP! is an Equal Employment Opportunity employer. ASAP! empowers students of all backgrounds to lead lives of critical thought, compassionate action, and courageous leadership. As a community service educational and arts organization, ASAP! develops the mind, heart, soul, and body, and advocates on behalf of growing children. As a 501.c.3 charitable organization, employees must be supportive of our mission. We actively seek candidates who have professional skills, experience, and willingness to strengthen diversity, equity, and belonging in support of our mission as an institution and our strategic plan.

ASAP! does not discriminate on the basis of gender, race, color, age, national origin, disability, genetic information, military or veteran status, or any other basis protected by law.

**To Apply:**

Interested candidates should submit their resume with a cover letter to [asap@asapct.org](mailto:asap@asapct.org)

*Applications without a cover letter will not be considered.*