



Hispanic Unity of Florida

Job Title: Program Assistant
Reports To: LEAP High Program Manager
Classification: Non- Exempt Full-Time Employee
Date Released: July 2024

Summary:

The Program Assistant will be responsible for providing administrative support to the Unity 4Teens (U4T) integrated Programs and responsible for maintaining multiple database systems for multiple school sites and funders. The Program Assistant will directly support the areas of Databases, registration and accuracy of schools master lists. The Program Assistant will provide support to U4T Program Manager and Grant Operations Manager.

Essential Duties and Responsibilities:

- Responsible for monitoring all student registrations into the internal system.
 - Responsible for creating youth cases in the SAMIS database.
 - Responsible for maintaining Master Lists updated with youths and family accurate information.
 - Responsible for closing cases in the internal system and SAMIS databases.
 - Responsible for having up-to-date records of student files and for providing these to school sites in a timely manner.
 - If student has IEP or 504 request report from parent and give to Program Manager for approval. Create a student medical/special needs information from registration.
 - Responsible for sending monthly registration update to Program Manager for monthly recruitment report.
 - Monitor consistently documents required by CSC from each school, such as group notes, schedules, pictures, etc. Ensure they are uploaded in the system/drive in a timely manner.
 - Provide guidance and quality assurance for all documents.
 - Document quality assurance activities and create an audit tool to report to the Program Manager.
 - Monitor school sites schedules and make monthly visits to school sites to ensure schedules are being followed accordingly.
 - Address and discuss issues and proposed solutions with Program Manager
 - Make recommendations for improvement.
 - Create PO's for materials and supplies needed in the program.
- As needed
 - Responsible for traveling to school sites to pick-up and/or deliver program materials, supplies, and program related documentation (if needed).
 - Responsible for ensuring all program participating families have a completed and accurate registration on file in server.

- Responsible for following up on programmatic requests on a timely basis.
- Perform clerical duties, such as copying, faxing, scanning, and filing as needed.
- Performs other duties assigned by Program Manager
- Some weekends and after hours may be required (will be notified)

Qualifications:

A high school diploma or GED is required. Minimum of one year experience in clerical & administrative assistance or related field is recommended. Good written and verbal communication skills, strong organizational skills, attention to detail, computer proficiency (specifically with Excel) and the ability to work independently will be required. Ability to travel independently with possession of a driver license and insurance policy.

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.

I have read my job description and understand my responsibilities.

Employees Signature _____ Date: _____

Manager's Signature _____ Date: _____

“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”.