



Partnership Scholars Program

www.partnershipscholarsprogrm.org

P.O. Box 156, El Segundo, CA 90245

424-225-4777

Program Assistant

About Us: Partnership Scholars Program is a non-profit organization that helps motivated students from low-income communities achieve their college dreams. We provide six years of mentoring, educational and cultural experiences to academically motivated, but economically disadvantaged students, starting in the 7th grade, to promote college access and a lifetime of success. We serve students across six different CA communities: Lennox, El Monte and Hawthorne in southern CA and Fort Bragg, Mendocino and Ukiah in northern CA. Our largest student cohorts are in Lennox and El Monte. Join us to help students change their lives!

About the Job: Partnership Scholars Program (PSP) is looking for a bilingual (English/Spanish) highly organized, dynamic individual who can support the Executive Director and Program & Operations Manager in all aspects of administering PSP's mentoring and college access programming. Opportunities for advancement and increasing responsibility. Our office is in Lennox (Inglewood), CA and this role is a part-time, office-based position.

Job Roles & Responsibilities:

Support for Mentoring Program

- Conduct outreach to students, volunteers and parents via phone, texting and email
- Manage logistics and help facilitate events, workshops and meetings with stakeholders
- Collect and analyze data about program activities
- Other program duties as needed

Administrative Support

- Handle incoming calls
- Maintain organized systems for filing materials, documents, and supplies
- Prepare written correspondence
- Post updates to PSP website
- Other administrative duties as needed

Essential Skills & Knowledge: The ideal candidate will possess experience in non-profit organizations and have a commitment to PSP's mission. The candidate will be a strong communicator, well organized, and able to manage multiple ongoing projects. Of critical importance is that the candidate be self-motivated with the ability to work independently.

Minimum Qualifications:

- Bilingual in English and Spanish
- Bachelor's Degree OR Associates Degree with 1 year of work experience in an office or school setting OR 3 to 5 years of work experience in an office or school setting.
- Strong interpersonal communication and telephone skills
- Able to work effectively with diverse populations and individuals
- Self-motivated

- Ability to work independently and efficiently
- Strong organizational skills and ability to multitask
- Proficient in Microsoft Office (Word, Excel, PowerPoint, Access) and other office productivity tools (email, database management, digital media, etc.)
- Experience in nonprofit work preferred
- Willingness to work at PSP's offices in Lennox, CA and attend occasional community events on weekends and evenings as needed.
- The selected candidate must be able to clear a background check and have legal authorization to work in the United States.

Hours and Benefits: This is a part-time position. Occasional weekend and evening hours will be necessary to staff PSP events. Hourly rate is \$20 - \$25. The position is 20 hours per week, with flexible scheduling within office hours of Monday – Friday, 8:00 am – 5:30 pm.

Partnership Scholars Program is an equal opportunity employer. We do not and shall not discriminate on the basis of race, color, religion (creed), gender, gender expression, age, national origin (ancestry), disability, marital status, sexual orientation, or military status, in any of our activities or operations. We are committed to providing an inclusive and welcoming environment for all members of our staff, students, families, volunteers and vendors.

To apply, please email a resume and cover letter with the subject line “Program Assistant Application” to partner@partnerscholars.org. Applications that do not include all requested materials will not be reviewed.