

**Job Description: Programming Assistant**

**Reports to:** Chief Operations Officer

**Position Summary:** This individual is the glue that keeps the programming team operating smoothly. As we have a small, but collaborative staff. Our Programming Assistant will be called upon to support a variety of programs, events and other such needs.

**Job Responsibilities**:

* Complete registration for all programs: field trips, camps, after school programs and sometimes adult events
* Track visitors and assist as needed in reaching out and engaging them through sign-up mechanisms
* Support instructors and operations team with program and event preparation and execution
* Assist in capturing and recording success stories and providing content for newsletters
* Schedule and verify payment for field trips
* Greet walk-in visitors
* Support instructors and operations
* Answer phones
* Other duties as assigned

**Required Skills:**

* 2+ years previous administrative or scheduling experience required
* Excellent PowerPoint, Excel, Word, and Google drive knowledge
* CRM proficiency required, Salesforce is a plus
* Excellent time management skills
* Organized and able to work in a fast-paced environment
* Unquestionable integrity
* Self-starter, self-managing
* Passion for creativity
* Personable, loves working with the public
* Strong verbal and written communication skills
* Non-profit experience, a plus

Must possess a valid driver's license. Must be eligible to work in the U.S.

**Hours:**Full Time, primarily Monday through Friday during business hours. There will be some seasonal variations, along with periodic evening or weekend events.

*This job description is not all-inclusive and subject to change without prior written and verbal notification.*

**Please send cover letter & resume to:** careers@sparkdallas.org