Program Assistant – College Intern/Volunteer
Job Description

Position Summary
The Program Assistant works closely with staff to develop and implement core program initiatives and strategies and to assess and evaluate program outcomes.

Qualifications
- Any major;
- Must be organized and detail oriented and have the ability to multi-task and work effectively under pressure in both team setting and individually;
- Must have strong interpersonal skills and have the ability to manage a complex workload. Must have excellent writing and verbal skills;
- Strong analytical/research skills and demonstrated experience with databases, SQL queries a plus;
- Excellent computer skills, including MS Excel, MS Word, MS Power Point a must.

Duties
- Assists in the design and development of training materials and reports;
- Assists with identifying and developing grant proposals;
- Conducts program specific research;
- Coordinates program activities;
- Provides program support, creating and managing databases and spreadsheets;
- Assists with planning meetings, conferences, community events, and trainings;
- Participates in special projects as assigned;
- Coordinates with regular staff and other interns as needed;
- Assists with other duties as assigned by immediate supervisor.

Mail resume to:
Black Man's Think Tank, Inc.
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Dayton, OH 45402

Email resume to:
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