

Job Description
Part Time Program Assistant
10-15 hours a week

PILLAR is hiring a program assistant who will drive registrations and interact with instructors and participants. We're looking for someone with excellent communication and tech skills, attention to detail, creativity, and the ability to work collaboratively.

PILLAR Institute for Lifelong Learning is a 501(3) nonprofit that creates classes for older adults.

***PILLAR's mission is:** To provide lifelong learning, volunteer, and social opportunities for engaged adults.*

***PILLAR's vision is:** PILLAR Institute for Lifelong Learning seeks to stimulate adult brain health through interactive learning, volunteer, and social opportunities.*

Job Responsibilities

- **Administrative support:** Supervising volunteers, answering phones, greeting people, processing class registrations, creating class attendance sheets.
- **Classroom management:** Assisting instructor with classroom technology.
- **Instructors:** Interacting with instructors via email, phone, in person.
- **Scheduling:** Scheduling classes with instructors on PILLAR class calendar, in conjunction with other PILLAR calendars.
- **Class catalog:** Creating a print and online class catalog. Reviewing them to make sure they are the identical.
- **Curriculum Meetings:** Leading a monthly curriculum meeting that consists of instructors, participants, and other interested parties.
- **Board Program Committee:** Meet monthly with board program committee to obtain objectives and solidify goals.

Skills

- Strong written and verbal communication skills.
- High level of organization and attention to detail.
- Excellent time management skills and multitasking abilities.
- Outgoing personality with strong interpersonal skills.
- Familiarity with customer relationship management (CRM) software.
- Demonstrated problem solving and critical thinking skills.
- Strong writing and editing abilities.

Education and Experience Requirements:

- High school diploma or GED certificate.
- Associate or bachelor's degree in education or a related field is preferred.

Work Hours and Benefits: Must work in the office when PILLAR classes are being held (usually mornings, but occasional afternoons.) \$15/hour.

Reports to the PILLAR Executive Director.

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