



PROGRAM ASSOCIATE

Reports to: Varies according to assignment

Division: Varies according to assignment

Our ideal candidate

You have excellent organization, communication, and interpersonal skills as well as the ability to manage multiple projects and deadlines. You possess the ability to establish and maintain cooperative, effective, and collaborative working relationships with others. You are proficient in utilizing a computer and can create and maintain data systems. You are a strong team player and have the proven ability of promoting and developing projects, including the coordination of volunteers, participants, and/or contractors to ensure successful outcomes of events, volunteer and/or contractor placements, and initiatives. You are committed to providing the best service available to Santa Barbara County Education Office, school districts, and students.

General description

Under the supervision of the assigned manager, responsible for creating and implementing community and school outreach, fundraising, volunteer, participant, and/or contractor recruitment, fostering school-community relations, as well as the implementation of educational programs, and other activities and initiatives to support multiple programs within the Santa Barbara County Education Office.

Specific duties and responsibilities

- Provide support for fundraising and volunteer, participant, and/or contractor recruitment and coordination of programs to include but not limited to data entry, creating and processing of direct mail, database management, outreach to donors, volunteers, program participants, and/or contractors including direct verbal and written solicitations
- Follow-up, track, train, and schedule volunteer, participant, and/or contractor into school- and community- based activities that support students and schools
- Responsible for creation, implementation and maintenance of fundraising, donor, volunteer, participant, and/or contractor databases
- Maintain positive and ongoing relationships with school sites and staff
- Responsible for event coordination, scheduling and preparing staff and volunteers, participants, and/or contractors for meetings, maintaining calendars, and making travel and entertainment arrangements
- Prepare electronic presentations and present to both large and small groups
- Identify partnerships with community organizations and non-profits that can support students and schools
- Recruit, schedule, place, and support volunteers, participants, and/or contractors and community resources into activities that support school sites and non-profits
- Assist with project monitoring and fidelity and track progress of projects until completed
- Perform site visits to ensure the professional development of the program participants
- Assist with planning and maintaining a working budget
- Prepare sophisticated reports, letters, and memoranda that contain complex and sensitive

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information about individuals and organizations involved in the program

- May perform a variety of clerical accounting duties in support of assigned SBCEO accounts and functions including processing various financial forms and documents, verifying accuracy and completeness, and reviewing and correcting account errors
- May assist with the preparation and processing of various financial forms including deposits, purchase orders, reimbursements and payments for program expenditures
- May assist with the creation of marketing materials to include but not limited to brochures, videos, flyers, and pamphlets
- May act as a representative for the Office and/or liaison at various community events, schools, and college and/or job fairs
- Research grant opportunities and assist with the completion of grant applications
- Be responsible for prompt responses for requests from donors, members of the community, SBCEO staff, volunteers, and/or contractors
- Other duties as assigned as it pertains to the essential functions of the job

Requirements

Education: High school diploma and two years of college level instruction

Experience: four years experience in a responsible administrative or program support position, including one year of experience working with locally based foundations, non-profits, businesses, schools, and/or community organizations

Knowledge and skills

- Role, services and functions of the County Education Office as they relate to school districts, community agencies, county government, state offices and national organizations
- School and community demographics and needs
- Structure and processes of public education system and community resources
- Sufficient human relation skills to make formal presentations, facilitate group processes, and review contractor, volunteer and/or participant performance
- Field of philanthropy and charitable giving
- Grant making process
- Local nonprofit and/or business community
- Excellent computer skills to include industry standard software applications and familiarity with databases
- Advanced administrative assistant methods and responsibilities
- Modern administrative office practices, procedures, and equipment
- Excellent telephone techniques and etiquette
- Excellent report writing techniques
- Excellent English usage, grammar, spelling, punctuation and vocabulary
- Exceptional verbal and written communication skills and interpersonal skills that foster positive



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- relationships with diverse populations
- Conflict management capabilities
- Video filming and editing
- Demonstrate keyboarding skills and speed as required by the assignment
- Interpersonal relations using tact, patience, and courtesy

Abilities

- Quickly acquire knowledge of County Education Office organization, operations, policies and objectives
- Organize, plan, and control work assignments and projects involving a multiplicity of components and individuals providing support to achieve goals and objectives
- Perform varied, complex tasks
- Compose correspondence and written materials independently with edits and proofreading
- Work independently
- Maintain strict confidentiality in all aspects of work
- Prioritize duties and achieve planned goals for complex programs meeting schedules and timelines
- Establish and maintain effective cooperative working relationships with various staff, volunteers, program participants, contractors, community members and organizations
- Timely decision making and problem solving
- Identify opportunities and implement strategies for continuous improvement

Licenses and certificates

As incumbent will travel to different sites and locations within the county, this classification requires a valid California driver's license, automobile insurance required by law, and the use of a dependable automobile.

Working conditions

Work is performed indoors with minimal exposure to health and safety hazards. Requires travel and participation at events in a variety of school districts and the community.

Salary range 72

<i>Approved by the Personnel Commission:</i>	March 23, 2008
<i>Revised:</i>	July 24, 2008
	November 21, 2013
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	June 28, 2018