



YDN – Creciente Program Job Description – November 2024
Program Associate/Administrative Assistant
Part-time - Hourly – Non-Exempt

About Us

We exist to ensure everyone is valued for who they are and encouraged to become their best. We offer customized development solutions to educational and business organizations through training, facilitation, coaching, and technical assistance

The Creciente Program is an exciting effort designed to create a bench of Latinx leaders with more knowledge, skills, and confidence that will help them enhance their careers and to influence business and public policy in the Sacramento Region community.

Position Summary

The primary role of the Creciente Program Associate is to coordinate a variety of meetings, events, and activities in support of Youth Development Network (YDN) – Creciente Latinx Leadership Program. The Associate is responsible for providing support to the Creciente Program as part of an engaged, talent-focused, team-oriented group of people. The Associate establishes and maintains excellent relationships with program participants, vendors, key stakeholders and community contacts. In addition, this position has general administrative responsibilities in support of the success of the program.

Part-Time Regular -- 50% FTE – Non-Exempt Classification -- Funding: Project Based

Essential Functions

- Act as a point of contact for YDN’s Creciente Program in a professional and friendly manner
- Support events, trainings and products by coordinating logistics, managing invitations, tracking reservations, and material preparation, food, and other vendor services
- Market and promote meetings, events, and activities (including creating promotional materials, mailings, and follow-up calls) to fellows, funders, and program staff
- Coordinate administrative responsibilities following meetings, events, and activities (evaluation summaries, meeting notes transcription, thank-you communications, database interface, Trello updating)
- Help with outreach for YDN’s Creciente Program --attend events, coordinate with other networks
- Support social media presence and branding, website maintenance, and newsletter design and distribution
- Answer program inquiries via email, phone, and social media as applicable
- Assist in the development and maintenance of Creciente Database Management implementation progress
- Assist with general accounting/administrative needs for YDN’s Creciente Program grants/service contracts
- Order supplies and help with office equipment management
- Support additional administrative functions for the success of YDN’s Creciente Program

Education Experience & Skills Required

- Excellent oral and written communication skills
- Excellent organizational skills – with strong administrative, planning skills, and follow-up skills
- Excellent team skills. Good people skills
- Ability to plan and coordinate events & activities -- strong project planning -- ability to manage and organize, with little direction, multiple tasks, progress, and projects
- Willingness to take initiative -- ability to solve problems and prioritize tasks
- Database management experience desired
- Experience in Microsoft Office software including Word, Excel, PowerPoint Mac-Apple software including Pages, Numbers, and Keynote



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- Experience in design and support programs such as Canva, InDesign, MailChimp, SurveyMonkey, Trello, WordPress, and Salesforce
- Experience and comfortable with social media applications including Facebook, X (formerly Twitter), Instagram, YouTube, LinkedIn
- High School Degree or equivalent required. Experience in administrative support, event or office operations is beneficial

Working Conditions

- Work is performed within a workstation–desk in an office environment with natural and artificial lighting in various locations
- YDN supports an alternative hybrid work schedule that includes 4 / 10-hour days – part-time schedule will be coordinated based on availability and YDN commitments (4 / 5-hour days) during the first six months of the probationary period a minimum three days office/fieldwork will be required
- When performing some duties this position is exposed to the outside elements of weather
- This position has limited exposure to conditions such as dust, fumes, noise or odors
- YDN supports an alternative hybrid work schedule that includes 4 / 10-hour days (part-time 4 / 5 hr. days)
- Frequent interruptions to planned work activities occur in this position
- The individual in this position will be required to use their personal vehicle for work duties. YDN will reimburse mileage at the federal rate. Valid driver's license and vehicle insurance is required
- The individual in this position will be asked to use their personal cell phone and home internet for work duties. YDN will provide a small monthly stipend
- The roles and responsibilities of this position include travel and overnight assignments, including evenings and weekends as needed

Physical Requirements/Abilities

The physical requirements described here are representative of those that must be met within this position to successfully perform the essential functions of the job.

- Ability to maneuver to 50lbs on an infrequent basis
- Ability to be mobile for periods of time and on a frequent basis
- Strength, dexterity, coordination, and vision (or adaptive aids) to operate personal computer for extended, frequent periods
- Ability to negotiate and manage workstation workspace and filing-storage areas provided for agency supplies, and files
- Ability to communicate on a telephone, via electronic means, and in person

Compensation:

- Competitive Hourly Wage @ \$20.00 hr – non-exempt – part-time position - 50% FTE
- Paid holidays, sick time, and vacation time annually
- YDN supports an alternative hybrid work schedule that includes 4 / 5-hour days with time/flexibility for full-day events

Contact info: Youth Development Network (YDN)

ATTN: Vicki Stockbridge-- vicki@ydnetwork.org Phone: 916-801-9926

Posted Position November 2024 – Job posting expires March 2025