



# THE DREAM CENTER

205 W. 119th Street | Right Side New York, NY 10026 [www.dreamcenterharlem.org](http://www.dreamcenterharlem.org)

A TRANSFORMATIVE SPACE DESIGNED TO AWAKEN DREAMS

## JOB DESCRIPTION

**Title:** Program Assistant

**Start Date:** Fall 2022.

### **Summary:**

The Dream Center (TDC), a subsidiary of the FCBC Community Development Corporation, provides free programming centered on Creative Arts, Leadership Development, Economic Empowerment, Technology, Entrepreneurship and Health & Wellness. Senior Connect, The Dream Center's premiere technology program for older adults, seeks a results-driven assistant.

### **Responsibilities and Duties:**

Reporting to the Program Director of Senior Connect, the Program Assistant will have operational responsibilities for the programs. Key duties include:

- Providing administrative support for the Program Director.
- Reinforcing and supporting the Senior Connect community.
- Collaborating with Senior Connect facilitators to ensure online access, in-person equipment and resources are provided.
- Collecting attendance and appropriate data for Senior Connect participants.
- Manage and provide communication and support during Senior Connect workshops.

### **Required Knowledge, Skills and Abilities:**

- Act as a resource person for program information.
- Assist in managing the implementation of systems and materials for delivery of programs and services.
- Oversees administrative duties for the delivery of workshops, seminars and orientations participants of Senior Connect.
- Assists in the dissemination of information flyers, web sites, newsletters, reports, internal forms and various materials to facilitate programs and services.

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## Qualifications:

- Creative, adaptable and innovative.
- Ability to work collaboratively.
- Excellent writing, verbal, and communication skills.
- Ability to effectively prioritize and execute tasks while under pressure.
- Strong work ethic with a high degree of energy.
- Solid organizational and administrative abilities.
- Associate's degree

## Tools or Systems Experience:

- Microsoft Office (including PowerPoint, Teams, Access and OneDrive)
- Google Drive Products
- Zoom

## Schedule and Benefits:

- \$25 per hour
- Evenings, weekends required.
- Monthly 15/20 hour commitment
- Casual Dress Code
- Flexible schedule, but occasional evenings and weekends required
- Hybrid work environment

*\*To apply, please send a resume and cover letter to [seniorconnect@dreamcenterharlem.org](mailto:seniorconnect@dreamcenterharlem.org) with subject line: "Program Assistant"*

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