



Rebuilding Sustainable Communities in Abaco

Job Description – Abaco Strong Programs Assistant

Part Time Position: Competitive Pay, Approximately 20 hours per week - must be available weekdays and some weekends

Location: Central Abaco

Contract Runs: Mid October – December 31st, 2023, with possibility of long term contract for 2024

Contact Info: Please email resume and cover letter to info@abacostrong.org

Website: <https://abacostrong.org>

Job Summary:

This is an entry level position that will be an excellent learning opportunity and a chance to play a role in the rebuilding process in Abaco. The Programs Assistant will provide administrative and programmatic support to Abaco Strong's Programs Director. The Programs Assistant will also work closely with Staff Members, Volunteers, and Board Members, to ensure the smooth operation of programs and the delivery of high-quality services to the target population. The position involves some travel in Abaco and some physical tasks such as set up and take down for events, lifting, and loading.

Qualifications:

1. Proficiency in Microsoft Word and Excel, and Google Drive and Applications. Must be proficient with email, file conversions, and image transfers.
2. Must be physically fit and able to lift 50 pounds.
3. Must have valid driver's license and access to own vehicle
4. Strong Interpersonal skills with ability to communicate with persons of all ages and backgrounds.
5. Bachelor's degree preferred, but not required
6. Flexibility and adaptability to changing priorities and needs.
7. Ability to work independently and collaboratively in a team-oriented environment.

Responsibilities:

- Assist in the implementation of program activities, including but not limited to: building/construction projects, Monthly Farmers Market, agricultural programs, supply distributions, workshops, events, and community outreach initiatives.
- Documentation of meeting notes, communications by phone and email, creating or editing spreadsheets, and recording expenses.
- Purchasing and/or delivering supplies to job or event site
- Provide general administrative support, such as answering phone calls, documentation, responding to emails, and organizing meetings.

Note: This job description is intended to convey information essential to understanding the scope of the Programs Assistant position. It is not intended to be an exhaustive list of qualifications, skills, duties, or responsibilities associated with the role.