

Program Assistant for Housing and Economic Development

Esperanza has a full-time opening for a **Program Assistant** who will provide administrative and data support to the Executive Director of Housing and Economic Development using a variety of project management, communication, and organizational skills. The Program Assistant must be comfortable with computers, general office tasks, detailed oriented, and excel at both verbal and written communication. Esperanza is a faith-based non-profit organization committed to raising awareness and identifying resources that strengthen the Hispanic community.

Key Responsibilities include:

- Creates correspondence, reports, documents, spreadsheets, and presentations.
- Manages department calendar and ensures adherence of meeting times and schedules.
- Coordinates travel arrangements and trip itineraries.
- Ability to interact with staff of various levels and external clients.
- Develop and maintain client database, mailings, and information distribution.
- Provides database and record keeping support.
- Compiles and gather data for processing and entering into databases.
- Collects and maintains affiliate and branch documentation, including managing the data entry and system reporting.
- Prepares quotes for grants for compliance purposes.
- Provide monthly follow-up on reporting system for branch and sub-grantees.
- Analyze and approves data submission
- Ensures the timeliness of all data submission and reporting.
- Provides training to Branch and Sub-grantees on reporting systems (CMS and HCS)
- Develops and maintain systems manual updates
- Other duties as assigned.

Qualifications:

- High School Diploma
- Two years' work experience in the administrative field
- Two years' work experience with data entry tasks, processes, and understands best practices.
- **Bi-Lingual in both English and Spanish**
- Extensive knowledge of Microsoft Office Word, Excel, and Outlook
- Knowledge of best office practices, procedures, and use of general office equipment
- Ability to maintain effective working relationships with various department staff and external clients
- Ability to represent the organization in public and
- Strong written and oral communication skills both in English and Spanish.
- Strong typing skills minimum 60 WPM
- Apt to learn and acquire additional skill sets
- Good time management skills and the ability to multi-task
- Strong attention to detail

Esperanza offers a comprehensive employee health & wellness benefits program. Salary is commensurate with experience. Interested candidates should email a resume along with salary requirements to jobs@esperanza.us and please indicate **Program Assistant** in the subject line. Our office is located at: 4261 North 5th Street Philadelphia, PA 19140.