

## New Way Ministries, Program Assistant Job Description

**Reports to:** Director of Program

**Time Commitment:** Part-time, with the potential to transition to full-time, beginning at 32 hours per week.

**Compensation:** This hourly position, wage discussed at interview, and includes paid holidays as outlined in CHA policy.

### **Position Summary**

The New Way Ministries Program Assistant is a vital support role responsible for coordinating day-to-day operations, managing administrative tasks, and helping execute educational initiatives. This position serves as a key link between leadership, residents, and their children, ensuring smooth communication and program support. The Program Assistant must also be willing to take on additional duties as assigned.

### **Qualifications**

- A committed and growing relationship with Jesus Christ as Lord and Savior, along with a strong desire to provide compassionate support to residents and their children
- High school diploma or associate degree preferred, with some experience in office administration
- Excellent time management skills
- A strong commitment to serving residents & their children with trauma-informed care
- Excellent interpersonal skills
- Ability to manage multiple priorities effectively
- Strong attention to detail
- Creative and resourceful thinking
- Strong written communication skills
- Professional phone etiquette
- Familiarity with standard office equipment and communication systems
- Strong organizational skills
- Clear, professional, and compassionate communication skills
- Ability to communicate with, assign tasks to, and supervise volunteers

### **Core Responsibilities**

- Provide administrative support for daily program operations
- Maintains records of class materials and attendance for monthly report to be given to the Director or Programs
- Work with Children's Program Director to implement Tuesday night and summer children's programming
- Cultivate relationships with elementary age children and know their needs and challenges.
- Support prospective residents throughout the screening process
- Complete initial screening of volunteer applications
- Collaborate with Program staff to facilitate volunteer engagement
- Assist in planning and overseeing outings for children

### **New Way Ministries Values**

- Treat all residents, visitors, and employees with kindness, respect, and dignity
- Adhere to all policies, procedures, code of conduct, and attendance expectations
- Maintain strict confidentiality of all information

**Working Conditions**

- We value your safety and expect you to follow CHA safety guidelines and policies
- CHA complies with office ergonomic standards, including adjusting workstations and reporting any musculoskeletal discomfort to management
- Work is performed in a standard climate-controlled office environment with moderate noise levels, extended periods of sitting or standing and some strenuous activity
- Must be able to regularly lift and/or move up to 50lbs without assistance
- Requires dexterity to operate keyboards for extended periods of time, able to assist in taking in donations, flipping rooms, playing with children, etc.
- CHA strictly adheres to safety standards and company-mandated hazardous material handling protocols (vomit, urine, other bodily excretions & drug testing)

**Acknowledgement of Understanding**

I acknowledge and understand the responsibilities involved in the position I am accepting to fulfill at CHA/NWM and will uphold the values and expectations included in this job description.

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*Signature*

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*Date*