



## **Program Assistant**

Kailee Mills Foundation seeks a full-time Program Assistant who brings value to the organization through support, teamwork, and collaboration to maximize the efforts of the organization. This includes assisting the Executive Director and Program Managers with daily tasks, events, and office management and organization.

This position is full-time and reports to the Program Manager.

This position is an in-office position in Spring, TX.

## **Responsibilities**

- Help manage office tasks, organization, efficiency, and inventory.
- Help Program Managers prepare for and run events, program scheduling and coordination, and recording/reporting data and information.
- Assist Program Managers with volunteer postings and coordination.
- Work with the entire team on fundraising efforts for program support and events.
- Other tasks that may be requested to support the needs of the organization.

## **Qualifications**

- Strong qualities would be: Energetic, Driven, Takes pride in their work, Go-Getter, Self-Starter, Positive attitude, Integrity, Teamwork and Collaboration
- Great communicator - written and verbal; strong interpersonal skills.
- MUST be comfortable with sales (selling school programs and some fundraising)
- Willingness to learn and participate in fundraising activities.
- Willingness to adapt and accept unfamiliar tasks.
- Strong organizational skills, as well as documentation, and reporting.
- Experience with Microsoft Office or Google Apps.
- Passionate about wanting to make a difference and the KMF mission.
- Demonstrates KMF values: faith, compassion, positivity, community, hope, and healing.
- Ability to operate in a flexible and fast-paced environment.
- Reasonable availability to work nights, weekends and holidays as required, as well as attend in-person activities and events and travel on occasion.
- Must ALWAYS wear your seat belt, front seat and back seat, and ensure your passengers are too.

**Interested applicants should email resume and cover letter to Kailee Mills Foundation's Executive Director, Briana McCulloch: [briana@kaileemillsfoundation.org](mailto:briana@kaileemillsfoundation.org).**