



Position Title: Assistant Program Manager

Reports To: Executive Director

Compensation: Annual Salary in the Range of \$40,000 - \$45,000

Full-Time; Non-Exempt; Medical and Dental Benefits Negotiable

Summary of Position: The Assistant Program Manager (“APM”) will be the lead program coordinator for CRF-OC’s Constitution Day program and the Orange County Career Forum conference. The APM also will assist with the administration of the Mock Trial program and CRF-OC conferences and will provide a wide variety of skilled administrative and clerical support for the Executive Director. The APM will have a primary role in increasing CRF-OC’s social media presence and in updating and maintaining the CRF-OC website.

Primary Responsibilities will involve administering the Constitution Day program, planning and coordinating the Orange County Career Forum conference, assisting with the Mock Trial program and CRF-OC conferences, and providing the Executive Director support in the areas of office administration, fund development, website maintenance, social media outreach, and special event planning and execution, and will include, but not be limited to, the following:

- Administer the Constitution Day program, including, among other things, coordinating with judges, attorney volunteers, high school and middle school teachers, and committee members in scheduling, planning, and distributing presentation materials to all parties;
- Assist in a variety of program duties, including communicating with program participants and partners, providing general logistical and clerical support for programs, managing program supplies, and creating and maintaining databases for program participants, volunteers and alumni;
- Attend and provide support for special events and program events, including planning, preparation, coordination, set-up, staffing and general assistance;
- Assist the Executive Director with marketing and fund development efforts, databases and managing social media;
- Update and maintain content on the CRF-OC website and create social media posts;
- Attend to a broad range of administrative duties such as answering emails and phone, collecting and distributing mail, tracking, maintaining supplies and office equipment, maintaining a current organizational calendar, preparation and follow-up for monthly board

and committee meetings, processing credit card payments, preparing and making bank deposits.

Qualifications/Skills/Competencies:

- Bachelor's degree;
- Superior writing/editing, communication and interpersonal skills;
- Exceptional attention to detail;
- Ability to interact effectively, professionally and tactfully with a diverse constituency, including donors, board members, members of the judiciary and legal profession and community representatives;
- Ability to work independently on projects, determine priorities and coordinate and manage multiple assignments;
- Ability to work as a dedicated member of a busy team in a small office environment;
- Integrity and ability to be entrusted with sensitive information;
- Strong working knowledge of MS Word, Excel, Outlook, ADOBE PDF, and PowerPoint;
- Working knowledge of various social media platforms;
- Working knowledge of WordPress preferred;
- Experience working with standard office equipment such as multi-line phone, copy machines and standard office procedures such as managing files and records;
- Flexible schedule and ability to work early mornings, evenings and weekends;
- Must have own, reliable transportation; and
- Spanish language skills a plus, but not required.

CRF-OC is an Equal Opportunity Employer

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