



Program Assistant

About Charleston Promise Neighborhood (CPN): CPN has partnered with the City of Charleston, the City of North Charleston, Charleston County, and the Charleston County School District to improve for the lives of children and their families living in a 5.6 square mile area of Charleston County that straddles the cities of Charleston and North Charleston. Our near-term goal is that by 2016, all four CPN Elementary Schools (James Simons, Sanders-Clyde, Mary Ford, and Chicora) will be among the best in Charleston County, and will be models for other schools in the County who desire to dramatically and rapidly improve the educational achievements for the children they serve. We are a committed, diverse and growing team of experienced grassroots organizers, entrepreneurial leaders, community-based partners and skilled volunteers who are determined to reach one goal: *Provide every child in our Neighborhood with a clear path to college.* To learn more about Charleston Promise Neighborhood, please visit: **www.CharlestonPromise.org**

General Description: Charleston Promise Neighborhood is seeking applications for a full-time Program Assistant to provide planning, organizational, promotional, research and analytical assistance to the CPN staff and strategic volunteers (reporting to the Program Manager).

Specific Duties May include:

1. KidsWell – Health and Wellness – Provide general support to KidsWell pediatric clinics including general data gathering and program monitoring support.
2. CQ, “College-bound Culture” – Provide general support to CQ programs including coordination of monthly activities and meetings and assisting in recruitment of college-oriented role models.
3. Plan and facilitate logistics for various meetings and programs
4. Facilitate and support the engagement of various stakeholder groups in the planning and implementation of CPN priorities. May represent CPN at various meetings and events.
5. Design and prepare resource materials, power-point presentations, and other promotional items for CPN programs to maximize awareness, engagement and utilization.
6. Research best practices, and gather information about successful, evidence-based programs locally and nationally that might serve as models for all CPN programs
7. Conduct literature reviews of relevant articles and research and prepare periodic abstracts for sharing with teachers and other members of the CPN community.
8. Assist in collection of dashboard measures to support program monitoring and outcomes
9. Researches grant opportunities and/or partners who may sponsor/support CPN efforts and assist staff in preparing grant applications and reports.

Preferred Qualifications: Two to four years of work experience with program planning, research, and data analysis. Ideal candidate will take initiative, is comfortable speaking in public and giving presentations, and has strong organizational skills. Graphic design background is a plus. Bachelor’s degree required. Proficient in Microsoft Office Suite, specifically MSWord, Excel, and Powerpoint. Ability to work independently with a “make things happen” mindset and a creative, change-oriented approach is desired.

Expected Hire Date: July 1, 2012

To Apply: Send compelling cover letter, résumé, and contact information for three current references via email to info@charlestonpromise.org with Program Assistant in the subject line or mail to *Charleston Promise Neighborhood, 975 Morrison Drive, Suite C-1, Charleston, SC 29403.* No phone calls please.