

Healing City Baltimore

Program Assistant

Salary Range: \$41,600 - \$48,204 Annually

Remote/On-Site

Healing City Baltimore seeks an established, outgoing Program Assistant, who is looking for a new challenge. Healing City Baltimore is a sustained movement of neighbors, united as a citywide community, to engage in honest dialogue, learn from diverse perspectives, embrace our differences and commit to healing together as a foundation to pursuing a racially, socially, and economically just and thriving Baltimore for ALL. Healing City is founded on the premise of unity and partnership, aggregating all the disparate groups and efforts working toward the same goals into critical mass momentum and an unmatched force for change. From trauma-responsive policy, care, and resources, to community-building events and engagement initiatives, we are uniting as a citywide community, healing together, breaking down barriers and working in solidarity like never before to build the Baltimore we want.

Position Summary

The Program Assistant, reporting to the Assistant Director, is a multi-functional and multi-task position that supports traditional administrative duties as well as expanded program responsibilities. Program Assistant shall be responsible for grant program and fiscal support, social media support, data and research support and event planning. The Program Assistant is expected to be punctual with timely and regular attendance. Bi-lingual, spanish speaking, is a plus.

Position Responsibilities

Grant and Fiscal Support

- Provide administrative support to the Asst. Director.
- Support managing Asst. Director/Program schedules, calendars, events and contacts.
- Contribute to a high level of quality and accuracy in work.
- Responsible for grant data collection and input.
- Support the Asst. Director and Program Officers with other tasks as needed.

Social Media Support

- Support website updates, content and contribute ideas for continual development.
- Support social media strategy to increase online presence as appropriate.
- Stay up to date with the latest social media best practices and technologies.
- Manage and oversee social media content and recommend appropriate social media marketing tools.

Data and Research

- Support research and program data collections.
- Support writing reports and other documents.
- Create presentation materials and resources for diverse stakeholders, including internal and external audiences.
- Assist with correspondence, memos, and research summaries.

Event Planning

- Participate actively in the planning and execution of organizational and community events.

- **Coordinate and attend special events, including the Annual Healing City Summit.**

Professional Qualifications

- **Bachelor's degree required.**
- **Passionate about the values, mission, and principles of Healing City Baltimore and its founders.**
- **Professional, energetic demeanor with ability to be flexible and adaptable to varied tasks.**
- **Exude diplomacy, confidentiality, tact, initiative, and positive attitude.**
- **Experience with Microsoft Office including Word, Excel, Outlook, and PowerPoint.**
- **Microsoft access knowledge is preferred but not required.**
- **Demonstrated knowledge and ability with a variety of social media platforms. Tech savvy.**
- **Demonstrated research competencies.**
- **Intellectual curiosity; ability to ask thoughtful and probing questions and suggest organizational and process improvements.**
- **Ability to recognize opportunities, develop ideas and transform ideas into concrete initiatives.**
- **Strong time management skills; highly organized and detail oriented.**
- **Ability to meet deadlines and move projects forward with a high degree of independence and initiative.**
- **Strong interpersonal skills; able to develop and manage productive relationships with colleagues, grantees and external stakeholders.**
- **Ability to work within a team which emphasizes quality, collegiality, teamwork, and humility.**

- **Excellent written and oral communication skills.**
- **Bi-lingual, Spanish speaking desired.**

Submit resume and cover letter to admin@healingcitybaltimore.org by August 31, 2023.