

### **Program Delivery Assistant**

Position reports to: Director of Operations and Program Delivery,  
Michael Kilgore, mkilgore@fhinst.com

Status: Non-exempt, 10 to 20 hours per week

Description: Ensure efficient operations by providing administrative support, implementing curriculum supply management systems and procedures, and assisting with the development and maintenance of learning systems.

#### **Key Responsibilities and Accountabilities:**

- Maintain and organize all program curriculum materials, while maintaining intellectual property rights.
- Maintain supplies inventory by preparing inventory lists and checking stock to determine inventory level.
- Review the program delivery calendar to anticipate the supply needs of facilitators, classes and training programs.
- Organize materials and supplies needed for all training classes, coordinate with facilitators for pickup of the material.
- Enter survey data into database.
- Enter class participation data into database and generate attendance lists, while maintaining confidentiality.
- Provide assistance in researching assigned curriculum topics.
- Assist in the development, testing and monitoring of online learning management systems.
- Assist with communication to FHI members and subscribers.
- Contribute to the team effort by timely accomplishment of assigned and related tasks essential to organizational needs.

#### **Skills/Qualifications:**

- Have a keen interest in education and learning.
- Experience in administrative practices, procedures, and systems.
- Attention to detail, efficiency, organization and problem-solving.
- Proficiency in basic computer programs such as Microsoft Word and Excel, Google Drive, Dropbox, email systems.
- Knowledge of electronic and physical supply management and inventory control.
- Excellent written and verbal communication.