

The Rock of Kingsley

P.O. Box 207 – 115 E. Blair St. Kingsley, MI 49649

231-263-7000 therockofkingsley.com

Employment Opportunity: Executive Assistant

Posting Date: May 21, 2024 – June 21, 2024

The Rock of Kingsley is seeking an energetic individual with a love for working with teenagers and a passion to encourage and create community one child at a time. You will be the "right hand" to the Executive Director by planning, promoting and facilitating the details of all afterschool programs. Having a desire to creatively research new programming opportunities that match with the core values of the Rock are essential. Qualities that will allow you to excel in this role are those of compassion and understanding for students, co-workers, volunteers and the public contacts.

Organization: The Rock of Kingsley

Phone: 231-263-7000

Salary: \$22.00 per hour starting wage

Hours: 25 hours per week. Monday-Friday 1pm-6pm on-site during the school year. Pay will be adjusted on no school days.

Principle Duties and Responsibilities:

An employee in this position may be called upon to do any or all of the following (does not include all tasks employee may be expected to perform)

- Assist the Executive Director in planning, promoting, and facilitating afterschool programs for teens by continually learning about the Rock.
- Assists in researching and maintaining a program element (i.e. community resources database, resource file, community service projects, etc.)
- Maintain quality of programs and student involvement (meeting core elements: Lift lives, Open hearts, Value and Empower community) and contribute to program assessment
- Assist with event preparation and day of execution, including planning guides and logistic timelines.
- Assist with creating new program ideas and events
- Assist in community outreach efforts
- Help increase student program and event retention by contributing innovative ideas on how to increase student involvement
- Help gain sponsorships for events
- Proficient in Microsoft Office Suite, Facebook, Google Docs, Mailchimp and other database software and applications.
- Performs all other duties as assigned

Qualifications:

Minimum High School Diploma-College preferred

Must pass a background check

To Apply:

Please submit cover letter, resume, and job application to: info@therockofkingsley.com