

# Onondaga Earth Corps, Inc.



## POSITION

Program Assistant

## ABOUT US

Onondaga Earth Corps and the Youth Conservation Corps Model:

The Onondaga Earth Corps (OEC) is a youth development and conservation corps program focusing on community and environmental stewardship in the Greater Syracuse Metropolitan Area. OEC enrolls youth and young adults, ages 15 to 25, in “learn to earn” positions to educate the community about the benefits of environmental stewardship through completing environmental and neighborhood improvement projects. OEC has a strong experiential learning and service component, and often completes projects or arranges volunteer service within the community.

## POSITION SUMMARY

Office-based, Part Time, 20-25 hours/week

Deadline: Until position is filled

Start Date: 5/6/2024

Interview Date: Ongoing

Compensation: Salary Range: \$20/hr

## POSITION OVERVIEW

OEC is seeking a program assistant to work with the Youth Program Coordinator and Young Adult Program Coordinator, and other program staff to manage administrative, and programmatic tasks and strengthen the capacity of the organization. The Program Assistant will be under the direct supervision of the Youth and Young Adult Program Coordinators, and expected to perform the duties listed below.

## WORK AND RESPONSIBILITIES

- Aid the Program Coordinators with creative program development and implementation
- Aid Program Coordinators with corpsmember application support and contact across programs
- Bolster Onondaga Earth Corps alumni network and engagement
- Work with the Program Coordinators to help grow capacity of the organization
- Aid with receiving and making phone calls, emails, and other sources of communication
- Collect and track data to help with corpsmember documentation
- Make copies of program materials
- Aid Program Coordinators with event planning
- Assist interested youth and community partners in learning more about OEC
- Organize program and safety resources (under guidance of program staff)
- Other tasks as time permits

## QUALIFICATIONS (REQUIRED)

- Proficiency or ability to quickly adapt to: Microsoft Office Suite, Google Suite of applications, database software
- Proficiency or ability to quickly adapt to: copy machines, scanners, conducting mail merges, etc.
- High level of communication and teamwork with staff and participants of diverse backgrounds and skill sets
- Strong attention for detail and to see through completion of tasks
- Experience working in an office environment
- Ability to work independently

- Be comfortable with training and instructing teams
- Ability to manage time effectively
- Think creatively and incorporate diverse ideas into projects
- Sense of humor, spirit of adventure and desire to make a positive difference in our community

### QUALIFICATIONS (PREFERRED)

- Experience working or volunteering with a nonprofit organization
- Current driver's license and good driver record (insurable)
- Current First Aid or higher and CPR certification (may be completed with OEC)

### APPLICATION PROCESS

Please submit (1) a resume, (2) a cover letter, and (3) a completed Program/Employment Application found online at

[www.onondagaeearthcorps.org/jobs](http://www.onondagaeearthcorps.org/jobs)

Guidance and materials can be found on our website at

[www.onondagaeearthcorps.org/jobs](http://www.onondagaeearthcorps.org/jobs)

Send or drop off application materials to:  
Onondaga Earth Corps, Inc.  
490 W Onondaga St.  
Syracuse, NY 13202

