



Program Administration Assistant

Detroit PAL is an Equal Opportunity Employer

About the Company: The Detroit Police Athletic League is a private, nonprofit corporation that, in partnership with individual volunteers and the Detroit Police Department, builds character in young people through athletic, academic, and leadership programs. The company is results-oriented, and driven by its values of Teamwork, Kids First, Resolve to be Great, and Positive Family Environment.

About the Position: The Program Administration Assistant reports directly to the Director of Program Administration. This person will be responsible for a variety of administrative responsibilities including program coordination, front desk management, data entry and client communication. This person must be a team player, resourceful, and excellent with project management. In addition, this team member must show accountability, poise and professionalism in our fast-paced, growing organization.

Responsible for:

- Managing the Front Desk and Client Reception area
- Program Coordination with Athletics and Youth Enrichment
- Data Entry in Salesforce Database
- Communication with Internal and External Customers
- SI Play software administration
- Supporting community and neighborhood relationships
- Assisting Program Administration Initiatives such as: Program Evaluation, Volunteer Certification, Data Quality, Analytics & Reporting
- Other duties as assigned

Desirable Credentials, Skills and Traits:

- Achieve thoroughness and accuracy in completing tasks; work requires little or no checking
- Productive and calm in a fast-paced environment
- Friendly and Positive Attitude/Customer focused
- Committed to grow within the organization
- Be receptive to feedback, willing to learn and embrace continuous improvement
- Reliable and dependable in performing job-related tasks, finishing assigned projects, meeting deadlines and appointments
- Evaluates, selects and acts on various methods and strategies for solving problems and meeting objectives before being asked or required to do so
- Ability to manage a project from start to finish
- Quick Learner and the ability to change in a fast pace environment
- Demonstrates concern for meeting internal and external customers' needs in a manner that provides satisfaction for the customer; looks for ways to continuously improve results or outcomes to increase customer satisfaction
- Proficient in Microsoft Word and Excel as well as all Google applications
- Excellent typing and data entry skills

Interested candidates should submit a cover letter with salary requirements and resume to hr@detroitpal.org