

### **Organization Overview**

The Fit Kids Foundation (Fit Kids) was founded in 2011 and partners with schools, after-school programs and other nonprofits serving youth and families in underserved communities to provide structured physical activity programs to build the foundation for a healthy, active life.

### **Position Overview**

The Program Assistant (PA) will report directly to the Director of Programs (DOP) and will help support all aspects of Fit Kids programs to ensure that they are in line with the organization's stated goals.

### **Responsibilities include, but are not limited to:**

- Manage all confidential partner and participant information.
- Assist with collecting program data from partner sites which may include onsite fitness testing.
- Manage partner equipment orders & delivery
- Assist with the planning and execution of Fit Kids events as needed
- Create and manage volunteer opportunities & events
- Assist with creating content and resources for online program
- Clerical work including sending emails, creating spreadsheets, scheduling DOP site visits/trainings, and equipment management
- Attend board meetings

### **Qualifications**

- Experience as a Program Assistant or similar position, minimum 2 years
- Ability to collaborate and communicate effectively with others
- Strong organizational skills
- Excellent verbal and written communication skills with exceptional attention to detail
- Ability to multi-task and manage multiple projects at once
- Demonstrate initiative and make decisions in the best interests of the organization
- Computer skills including proficiency with word processing (MS Word and Google Docs), spreadsheets (MS Excel and Google Sheets), email, internet and all forms of social media
- Knowledge of and passion for Fit Kids' mission, students, programs and partners
- Understanding of and ability to work effectively with diverse and underserved populations, as well as community leaders, board members, staff and volunteers
- Ability to inspire and educate the community about the benefits of fitness and wellness in helping children build positive relationships, self-confidence, independence and the ability to deal with adversity
- Fluent in written and spoken Spanish (preferred, but not required)



## Program Assistant Job Description

### **Compensation**

This is a full-time salaried position with benefits. Salary range: \$50-55K. DOE

### **To Apply**

Please send cover letter and resume to Navita Wilson, Director of Programs, at [navita@fitkids.org](mailto:navita@fitkids.org).