Parent Engagement Network

Job Description
Program Support Specialist
Hourly Position - $25 per hour
Remote and In Person

Parent Engagement Network (PEN) is looking to hire an hourly Program Specialist to join our team. The ideal candidate will excel in working with a team, managing internal and external coordination of programming and registration for our important community outreach.

This position is perfect for an enthusiastic someone who can see both the big picture and all of the little details that go into it. If this sounds like you, we would love to hear from you.

Program Support Specialist Responsibilities:

The Program Support Specialist will be responsible for working directly with the Program Director to further the success of all Parent Engagement Network programming and to provide support for Program Director when needed.

The hourly pay will be $25 per hour and shall not exceed $10,000 for the term of this contract. The term of this contract shall be one year.

- Consistent communication with Program Director in regards to support needed for programming
- Coordination of marketing materials and promotion of programming with the Communication Specialist and the Interpretation/Translation Coordinator
- Outreach to and coordination of venues
- Direct communication with presenters to gather information needed for marketing and their needs for their presentation
- Organization of Program Registration
- Attendance at Program Committee meetings as appropriate
- Attendance at presentations, when available, to provide technical support (includes nights and weekends)
- Pre and post communication with event attendees
- Tracking of attendance at events
- Assistance with programming surveys
- Keep and provide schedule of hours worked each pay period
Program Support Specialist Requirements:

- Proficiency with our equivalent knowledge of technical support systems such as Zoom Event Espresso, Google Forms/spreadsheets, A/V equipment (tech savvy)
- Flexible hours - Average 8 hours per week.
- Organized with an attention to detail
- Good community communication skills, both written and verbal
- Good time management
- Must have own computer and cell phone.
- Bi-lingual is helpful but not required.

The deadline to apply for this position is June 23, 2023. To apply please contact stacy.cornay@penbv.org. For more information visit www.parentengagementnetwork.org