

Job Title: Programing Assistant

Location: Friendship Circle, Fox Point, WI

Shift: Sunday, Monday and Wednesday. 15 – 20 hours a week Times TBD

Pay: \$12 an hour

Job Summary:

As a programing assistant at the Friendship Circle, you are helping to create design and plan programs for children and adult participants with special needs. Programming is the heart of the Friendship Circle’s mission and what we stand for.

Key Responsibilities:

While at work, you are expected provide personable social skills and hands-on involvement with programming.

Responsibilities include but are not limited to:

- Help create and design upcoming programs
- Pick up any needed supplies for programs
- Keep attendance of all participants at programs
- Maintain a clean programing environment (cleaning up the space used after every usage)
- Attending programs either virtual or in person
- Assist in setting up and taking down programing equipment at events
- Packaging and Delivering (if needed) program bags for virtual events
- Coordinating volunteer’s for upcoming programs
- Taking videos and pictures at events
- Posting approved videos and pictures to the Friendship Circle’s social media’s
- Attend all team meetings and participate as an engaged team member.
- Have a license and a working car
- Maintain a well-groomed professional appearance
- Complete all other programming duties as assigned.

As a programming staff member you are constantly learning and growing. It is important be open to helping others develop as well!

We offer some great perks! All employees receive:

- A free drink during their shift
- 50% off of meals while working
- 10% off café/bakery items

Required Qualifications:

We are looking for people who have the ability to:

- Work on their feet and in an office
- Work in a team environment
- Maintain a positive demeanor, especially during busy times
- Have a “can do” approach to problem solving.
- Multi-task: coordinating volunteer’s, running programs and it’s set up.

The Friendship Circle will only employ those who are legally authorized to work in the United States for this opening. Any offer of employment is conditioned upon the successful completion of a background check.

Preferred Qualifications:

- Prior event planning experience
- Knowledgeable in Microsoft and general computer programs
- Knowledgeable with social media programs such as Instagram, Facebook, Snapchat, Tik Toc, Twitter and Zoom
- Prior experience working with others who have disabilities