



# THE LEND A HAND PROJECT

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The Lend A Hand Project  
Program Director & Executive Assistant  
Part-Time

October 27, 2021

The Lend A Hand Project is a small 501(c)(3) non-profit charitable organization dedicated to helping individuals and families in need across Long Island. To find out more about The Lend a Hand Project, please visit our site: [www.lendahandproject.org](http://www.lendahandproject.org)

**Overview:** We are seeking a part-time (flexible hours) in-office Program Manager who will work directly with the Executive Director. The position will have a strong focus on technological and administrative oversight in a three-person office. Training will be available for those responsibilities that are unique to our needs.

## **Major Responsibilities:**

### **FINANCIAL**

- Donation processing
- Manage database and spreadsheets for all donations and programs
- Prepare reports as needed

### **CORRESPONDENCE**

- Prepare thank you and acknowledgment letters for the Executive Director's signature.
- Communication with Stakeholders – email, mail-merge, Constant Contact, Social Media, telephone
- Disseminate correspondence as required by Executive Director

### **PROGRAM**

- Assess and refine current program structure under the guidance of the Executive Director
- Manage administration of current programs
- Implement strategic system management for new and expanding programs
- Manage Program Member database
- Assist with special events and fundraising activities to support programs
- Support Executive Director in other projects and duties, as needed
- Develop and update administrative procedures to enhance efficiency

*Program Manager must maintain confidentiality in all aspects of LAHP's information.*

### **SKILLS/QUALIFICATIONS:**

- Previous program management experience with significant technological and social media skills
- Good listening skills that incorporate compassion, tolerance and an appreciation for diversity
- Database proficiency
- Strong computer skills including Microsoft Office Suite, Excel, QuickBooks
- Excellent time-management, organizational and communication skills; ability to multitask and prioritize work.
- Attention to detail and problem-solving skills

Please send resume and cover note to: [Hands@lendahandproject.org](mailto:Hands@lendahandproject.org)