



## Program Support Specialist Job Description

**Position:** Program Support Specialist

**Reports to:** Executive Director

**Status:** Part-time non-exempt

**Compensation Range:** \$22.00 - \$25.00 hourly

**LOCATION:** Marin City, CA

**Are you passionate about helping others through the nonprofit sector? Are you ready to grow your career with an organization that has a mission dedicated to enhancing community development and self-sufficiency through employment services, mental health support, and financial education? Then this role may be a perfect fit!**

### Position Summary

The Program Support Specialist provides administrative and operational support to ensure the smooth coordination and delivery of program activities and services. This position assists with data management, reporting, client communications, and logistics while supporting staff and participants to achieve program goals. The Program Support Specialist plays a key role in maintaining organized systems and ensuring compliance with program requirements.

### Key Responsibilities:

#### Essential Duties and Responsibilities

##### Program Administration

- Provide day-to-day administrative support for program operations, including scheduling, correspondence, and document preparation.
- Assist with intake processes, data entry, and maintenance of participant files in compliance with confidentiality standards.
- Coordinate logistics for meetings, workshops, and events, including materials, registration, and follow-up communication.
- Track and maintain inventory of supplies, forms, and program materials.

##### Data & Reporting

- Enter, monitor, and update program data in databases or case management systems.
- Generate reports and assist in analyzing program performance metrics.
- Support preparation of grant reports, audits, and other compliance documentation.

##### Communication & Client Support

- Serve as a point of contact for program participants, partners, and stakeholders.
- Respond to inquiries and provide accurate program information in a professional and timely manner.



- Assist in the preparation and distribution of program outreach materials and communications.

#### **Team Support**

- Support program staff with administrative tasks, scheduling, and coordination of services.
- Assist in onboarding new program staff or volunteers, providing materials and orientation support.
- Contribute to a positive, team-oriented work environment aligned with organizational values.
- May include some travel, event support, hybrid work, weekend work, as scheduled.

#### **Qualifications**

- Associate's or Bachelor's degree in Business Administration, Social Services, or a related field preferred.
- Minimum 2–3 years of administrative or program support experience, preferably in a nonprofit or social services setting.
- Strong organizational and time-management skills with attention to detail.
- Proficient in Microsoft Office Suite (Word, Excel, Outlook) and database systems.
- Excellent written and verbal communication skills.
- Ability to manage multiple priorities and work both independently and collaboratively.
- Sensitivity and respect for diverse populations and confidentiality standards.

**Know someone who would be a great fit?** Feel free to send their resume to Harald Junker, Finance Director | Human Resources at [hjunker@marincitycdc.org](mailto:hjunker@marincitycdc.org).

#### **About Marin City Community Development Corporation**

Since 1979, Marin City CDC has provided employment, educational, and community services to Marin and surrounding counties. Our mission *"...is to enhance community development and economic self-sufficiency through employment services, mental health support, and financial education."* We successfully fulfill this mission by identifying client needs, designing individual service plans, and invigorating career goals through educational programs and training that works.

#### **Equal Opportunity Employer**

Marin City Community Development Corporation is an equal opportunity employer that is committed to diversity and inclusion in the workplace. We prohibit discrimination and harassment of any kind based on race, color, sex, religion, sexual orientation, national origin, disability, genetic information, pregnancy, or any other protected characteristic as outlined by federal, state, or local laws.

This policy applies to all employment practices within our organization, including hiring, recruiting, promotion, termination, layoff, recall, leave of absence, compensation, benefits, training, and apprenticeship. Marin City Community Development Corporation makes hiring decisions based solely on qualifications, merit, and business needs at the time.