Job description:

Job Description - Programs Assistant, Part-Time

Organization

Touchstone Foundation's mission is to elevate the mental well-being of youth and children in Lancaster County, Pennsylvania. Our work focuses on building the mental health workforce, increasing access to mental health services, and raising awareness about the importance of mental health care.

We provide programs, scholarships, and training for students and recent graduates. We support youth and families by helping to make therapy and counseling more accessible and affordable. We advocate for health equity and policy change to improve the mental well-being of youth, families, and providers in Lancaster County.

Touchstone Foundation is a people-oriented organization dedicated to serving our community. Our office is in a beautiful, historic building located downtown, in walkable Lancaster, Pennsylvania. We offer competitive wages, benefits, flexible hours, and a team-oriented environment with professional development and training available.

Position

Reporting to the Programs Manager, the Programs Assistant implements our programs to raise awareness about youth mental wellness, increase access to mental health care, and help students and recent graduates pursue careers in mental health. The ideal candidate will have strong interpersonal skills, the ability to take initiative, and express integrity. Experience with other community benefit organizations is a plus.

The Programs Assistant works closely with the Programs Manager, Executive Director, Operations Manager & Accountant, and Communications & Development Manager at the organization to support and assist the Programs Manager in running our five current programs serving students, families, and mental health professionals in Lancaster County, Pennsylvania.

This is a Part-Time, in-person position, in Lancaster, Pennsylvania in 17602, with travel within Lancaster County. Our office is open from 8:00 am-5:00 pm, Monday through Friday, with the option of occasional evening and weekend hours.

Responsibilities

1. **Program Facilitation:** Facilitate sessions with middle school and high school students, during the school day, following our Rise Above curriculum. The curriculum includes a minimum of three choices for each topic- talking point discussion prompts, guest speakers, activities for mental health techniques, and creative self-expression artistic workshops. Prepare facilitation materials, secure guest speakers, review and file clearances and related files, assist in recruiting students, and co-facilitate sessions.
2. **Program Support:** Check applicant eligibility in our secure, online application portal for families and young people applying for financial assistance to go to therapy/counseling. Review confidential applications and follow guidelines for approving or denying requests. Coordinate with Operations/Accounting to ensure that program funds are tracked and spent by guidelines, that applications are approved or denied based on eligibility. Mail letters to participants.
3. **Administrative Support:** Manage staff calendars, coordinate meetings, and maintain program files. Ensure program participants complete applications and submit parent/guardian permission forms for attendance. Update evaluation forms and collect responses for continuing education coordination.
4. **Program & Grant Coordination:** Assist with tracking grant deadlines, processing applications, and maintaining donor/grantee databases. Identify grant opportunities and assist in writing and editing grant applications and reports. Assist in securing fundraising event auction items.
5. **Data Entry & Reporting:** Collect, record, and analyze program statistics to assess service impact. Assist programs staff in gathering monitoring and tracking feedback from program participants including a survey before, during and after the program. Utilize current database systems to update and maintain accurate program records, including tracking Key Performance Indicators data.
6. **Communication & Outreach:** Serve as the first point of contact for program inquiries, handle correspondence, and support outreach initiatives. Assist staff in building resource pages on our website to provide a comprehensive list of partners and other services in Lancaster County. Create education and awareness materials to help youth and young people understand how to engage with policy change and advocacy on mental health topics. Communicate with mental health providers, colleges and universities, and other stakeholders about program guidelines.

7. **Logistics & Events:** Plan and support workshops, community events, school meetings, and staff meetings. Recruit panelists, moderators, speakers, attendees. Increase program participation, enrollment, and applications from patients and providers by joining Programs Manager in meetings and presentations.
8. **Professional Development & Advocacy:** attend local, regional, statewide, and national opportunities for continuous learning. Join Programs Manager and Executive Director in creating and updating papers for advocacy efforts.

Qualifications

- High School Graduate or GED required and 1-2 years' experience in nonprofit, schools, community benefit organizations, public health, psychology, or macro-level social work preferred. Bachelor's degree preferred.
- Upon hire, must have the ability to obtain all current clearances and background checks to work with children, which will be paid for by the employer.
- Relevant and transferable skills in nonprofit management, macro-level social work, psychology, public health, business or related field.
- Ability to manage multiple projects and deadlines effectively. Strong organizational skills are preferred.
- Experiencing working with students and/or leading group discussions in mental health topics preferred.
- Strong proficiency with database systems, CRM software, and technology; Microsoft is preferred.
- Ability to effectively manage and prioritize competing demands.
- Holds self and others accountable for results.
- Take responsibility and initiates projects with an open mind for constructive feedback and learning.
- Key attention to detail, strong written and oral communication skills.
- Team-oriented to support staff and volunteers, actively collaborating on program management, external communications, and fundraising tasks alongside the staff team.
- Ability to constructively address and resolve conflict.
- Access to reliable transportation. Mileage and parking are reimbursed.
- Bilingual or multilingual language fluency preferred, especially in Spanish.
- Curiosity and sense of humor.
- The ideal candidate will be willing to learn and open to new ideas.

Working hours: 20-25 hours per week, part-time hourly position with flexible but consistent hours.

This is an in-person position based in Lancaster, PA.

Salary Range: $20-$22 per hour, depending on education, experience, and qualifications.

Some mornings, evenings, and weekends to attend events. Advance notice will be given.

Paid parking space.

Job Type: Part-time

Pay: $20-$22 per hour, for 20-25 hours per week.

Benefits:

- Flexible schedule
- Professional development assistance
- Compensation Package: Part-time, hourly pay

Schedule:

- 4-8-hour shift
- Day shift, Some possible late afternoons/ early evenings.
- Monday to Friday, with some possible Saturday hours.
- Preferred availability: Monday, Tuesday, Wednesday, 9:00 am – 3:30 pm.

Work Location: In person

Equal Opportunity Employer

All qualified applicants will receive consideration for employment without regard to race, color, religion, genetic information, national origin, sex, pregnancy, childbirth, or related medical conditions, age, disability, citizenship status, uniform service member status, sexual orientation, familial status, gender and gender identity, and any other protected class under federal, state, or local law.

Touchstone Foundation is an Equal Opportunity Employer, committed to providing a workplace free from discrimination and harassment. We expect every member of our team to do their part to cultivate and maintain an environment where everyone feels included and is afforded the respect and dignity they deserve.

Decisions related to hiring, compensation, training, evaluating performance, or terminating are made fairly. We provide equal employment opportunities for all qualified candidates and employees. We examine our unconscious biases and take responsibility for always striving to create an inclusive environment that helps everyone feel welcome.

To learn more about Touchstone Foundation, please visit: https://touchstonefound.org

Benefits:

- Flexible schedule
- Professional development assistance

Education: High school or equivalent (Required)

Language: English Required, Other Language(s), Preferred

Ability to Commute: Lancaster, PA 17602 (Required)

Work Location: In person