

SANCA is Hiring!

Position:

Program Assistant

Anticipated start date of mid/late-May



Reports to: Education Program Director

Description: As Program Assistant, you are a loop-closer that makes sure that the Education Programs, Social Circus Programs, and Performance Programs are supported. You are a meticulous guardian of details and time. You are responsive and attentive. You crave variety and efficiency and you know how to go with the flow – we are a circus, after all! You thrive in fast-paced environments and enjoy working with a team to meet deadlines to make sure that everyone has everything they need to get the job done. People are happy around you, because, well, nothing is on fire, thanks to you.

Duties and Responsibilities:

Administrative Support

- **Timesheet Approval-** Responsible for reviewing and approving hourly payroll for all non-salary SANCA session class coaches, by comparing schedules with hours worked.
- **Invoicing** - Responsible for writing and sending invoices for all programs, ensuring accuracy. Responsible for payment follow-up.
- **Planning** - Work collaboratively with Program Directors to continually implement short-term and long-term goals for SANCA's programs.
- **SANCA Newsletter** - Responsible for collecting and compiling content for distribution of weekly SANCA Newsletter.
- **Policy** - With HR, compile and reconcile new SANCA policy as it's developed.
- **Communication** - With Program Directors and Trainer Coaches, help ensure coaching staff are kept abreast of upcoming changes to procedure or policy.
- **Meetings** - Meet regularly with SANCA Program Directors, Administrative Director and Executive Director to ensure all programs and operations are working in harmony.
- **Document Organization** -Maintain paper and electronic filing systems, ensuring that appropriate personnel have access.

Scheduling

- **Grid Support & Space Use** - Assist Education Programs Director in developing a successful schedule of program offerings
- **Managing Subs** - Manage instructor substitution requests to ensure that programming runs smoothly. This involves maintaining an up-to-date log of sub requests as well as timely follow-up and proactive management to ensure classes have a coach.
- **Skill Assessment + Independent Training Coordination** - Ensure that assessment and independent training requests are scheduled and appropriately staffed.

Meeting and Program Support

- **Scheduling & Reminding** - Meet regularly with SANCA Program Directors, Administrative Director and others to ensure all programs and operations are working in harmony.
- **Room Set up / Break down** - Responsible for preparing rooms prior to meetings, and returning them to a neutral position
- **Note Taking & Distribution** - Responsible for taking, logging, and distributing meeting notes after meetings, ensuring action items are distributed
- **Ordering Food** - Responsible for ordering food for extended company meetings and programs that require snack support

Community Relations

- **Community** - Promote, attend and participate in SANCA's fundraising and performance events; and encourage participation throughout the coaching community

- And other duties as assigned.

Schedule: The Program Assistant will be expected to work a five-day week from Monday - Friday, with occasional evenings and weekends as scheduled.

Compensation: 40 hours/week, \$16/ hour

Benefits:

Health Insurance
Vacation and Sick/Safe Time Accrual
Independent Training
Circus Classes

SANCA is an equal opportunity employer.

To Apply: Email resume and cover letter to recruiter@sancaseattle.org by May 4 with "Program Assistant" followed by your last name in the subject line