



THE MAYOR'S OFFICE OF CHILDREN, YOUTH & LEARNING

Creating Lifelong Learners
Cumberland, Rhode Island

**JOB DESCRIPTION
PROGRAMS ASSISTANT 2**

Position Summary:

Team members of the Mayor's Office of Children, Youth and Learning must be passionate about youth education. Our staff maintain knowledge about current trends in education as much as they bring their own set of skills and talents to each position.

The position focuses on marketing of OCYL programming through social media presence, website management and print material to promote the Department's high-quality programs and initiatives. **Position requires direct customer service, 2-3 shifts per week for a total of 8.5 hours including one evening shift and at least one Saturday morning a month when programs are in session. Year-round including summers.**

Essential Duties and Responsibilities:

General office administration: (Primary functions)

- 1) Answer phone calls, emails and patron communication
- 2) Student check-in and parent sign-out
- 3) Support program registrations
- 4) Assist with events and fundraising opportunities as needed

Marketing and Outreach:

- 1) Support social media and marketing strategies
- 2) Support website content
- 3) Update and maintain marketing materials – internal and external
- 4) Provide marketing for public spaces in the building
- 5) Provide presentation supports

Position Requirements:

- 1) Associate degree, Bachelor's preferred, or student in Marketing and/or Graphic Design.
- 2) Strong computer skills.
- 3) 2 years similar experience an educational, non-profit or community-based setting.
- 4) Outstanding communication skills and impeccable grammar.
- 5) Legal authorization to work in the United States/Background check.

This is a part-time hourly position working for this department of the Town of Cumberland for 8.5 hours per week. Compensation is \$16.83 hour with no benefits.

How to Apply: Please send or email letter of interest, resume and 2 professional references to OCYL Director, Liz White: llemire@cumberlandri.org or 1464 Diamond Hill Road, Suite 2, Cumberland, RI 02864.