



Administrative and Program Assistant

Full-time, 40 hours per week, 4 days in office, 1 day from home

Reports to: Executive Director and Program Manager

\$50,000/annual salary, paid vacation, healthcare, and 3% match in 401k

ABOUT FAPAC

We improve the quality of life, well-being, and dignity of children in the District of Columbia by strengthening, supporting, and empowering foster, adoptive, and kinship parents to serve as advocates for their children's needs; and bridge-builders with birth parents; working as an organizational agent of systemic change; and by partnering with other District agencies to provide innovative stabilization services to families at risk.

ABOUT THE POSITION

The Administrative and Program Assistant is responsible for assisting in the general operations of the organization as well as assisting in the Programs department, administratively. This full-time position provides some flexibility with 4 days in the office, and 1 day work from home.

Job Responsibilities:

- Adhere to the mission of the organization
- Assist in program administrative tasks
- Assist at special events and occasional weekend programs, Saturdays or Sundays
- Assist in administrative tasks related to trainings
- Manage, maintain and clean database records
- Assist in recruitment activities for programs
- Send monthly birthday cards
- Complete weekly, and monthly donation and communication tasks
- Provide recurring reports
- Complete other tasks as assigned
- Manage incoming inquiries from general email account and phone
- Communicate with vendors to schedule appointments or report issues and follow-through until resolved
- Light office management
- Ensure that all organizational and shared documents are uploaded and maintained to the FAPAC Shared Drive
- Edit/proof documents as requested

REQUIREMENTS

- Pass a background check
- Degree in social work a plus!
- Previous office work experience
- Working knowledge of Microsoft Office, especially Excel
- Tech-savvy
- Quick learner and motivated!
- Can-do positive attitude

HOW TO APPLY

Email your resume and cover letter to najibah@dcfapac.org. Will continue to interview until the role is filled.