

# *OLÉ! Program Assistant and Member Support Services*

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Opportunities for Lifelong Education (OLÉ!) is a successful, all volunteer nonprofit corporation offering academic classes to Anchorage seniors. [www.OleAnchorage.org](http://www.OleAnchorage.org).

## **General Responsibilities:**

- To provide program support to OLÉ! directors, committees and volunteers.
- To answer questions from the general public about OLÉ!, its programs and operations.
- To assist current and potential members with enrollment, registration, payments, etc.

## **Scope of Services:**

OLÉ! has several board committees that develop curriculum, locate and coordinate classroom space at several locations, recruit and train volunteers for multiple tasks, plan social events, coordinate shared interest groups, monitor/provide AV equipment for classroom use, and produce a newsletter/course catalog for each term. OLÉ! has a dynamic, well-integrated website where all information about OLÉ! is posted and where members are able to register for courses/events and pay fees online. The successful applicant would be expected to help in various ways with the work of committees as well as to record and deposit fees/donations, disburse refunds and maintain and continue to develop the OLÉ! database and website.

There are three distinct OLÉ! terms – eight weeks in the fall, eight weeks between January and March, and a four-week term in April – so the applicant should expect to be particularly engaged with OLÉ! members in September, January and March, less so during the summer (although there are several summer hikes and trips offered and members often have questions about these). Most contact with members is by e-mail or phone; some in-person contact is also required, either during specified office hours or on-site when classes are in session.

## **Qualifications:**

Academic qualifications: Undergraduate degree from an accredited university.

The successful applicant will:

- Be able to work independently and manage time efficiently;
- Be competent using automated data systems and managing an active website;
- Have excellent verbal and written communication skills;
- Have strong organizational, problem solving and interpersonal skills;
- Have patience explaining policies, procedures and website functions to persons with limited computer skills.

**Compensation:** \$20,000 -- \$25, 000 per year DOE

Anticipated hours per year: 700-800

Start date: August 21, 2017

**How to Apply:** Send cover letter, resume and name and contact information for references to [Info@oleanchorage.org](mailto:Info@oleanchorage.org) by June 1, 2017. No phone calls, please.