

## **The OPening Word Program Seeks a Part-Time Assistant**

The OPening Word program seeks a part-time assistant to provide operational support to staff and students, and work directly with the Executive Director and Finance Manager. The OPening Word is a literacy program for women who are immigrants. The position includes flexible daytime hours: 6 to 15 hours per week from September through June. Summer hours are flexible. This Wyandanch-based position calls for occasional travel to Amityville and Huntington Station and some remote work. The hourly salary is \$23 to \$27 per hour. The Program Assistant will deepen the Opening Word Ministry, ensuring students and staff are supported by assisting with operations and compliance by:

- Providing administrative support
- Planning and preparing for school programs and events
- Performing data entry and analysis including within NYS electronic systems
- Managing and acknowledging gifts using DonorPro
- Recording income and expenses in QuickBooks
- Developing/Strengthening the use of Google suite for information sharing
- Designing Communications / Marketing
- Bi-lingual in Spanish or Turkish
- Proof-reading skills
- Attentive to details.

Commitment to social justice and immigrant rights is essential. Please share a letter of interest addressed to Gillian Kessinger via: [gillian@openingword.org](mailto:gillian@openingword.org)