



Part-Time Program Associate

Position Overview:

Main Street's mission is to create dynamic opportunities through affordable, inclusive housing and community engagement so people of all abilities can live their best lives. Main Street is currently seeking a dedicated and organized individual to join our team as a Part-Time Program Associate. This role supports program development through tasks like creating presentations, event outlines, while also assisting with registration, facilitation, and participant engagement. You'll help track participation, gather feedback, and ensure smooth execution by coordinating with team members, volunteers, and participants. A mix of behind-the-scenes organization and in-person support, this role is ideal for someone who is detail-oriented, collaborative, and passionate about community engagement.

Program/Event Support:

- Follow Main Street's programming principles (rooted in universal design)
- Create presentations and flyers for programs and events
- Creates and plans outlines for programs and events
- Collaborate with team members to gather and organize program data, ensuring accuracy and completeness
- Work with volunteers to ensure Main Street's principles and standards are met in programs and events
- Maintain organized program records

Program/Event Implementation:

- Support event registration in Neon
- Facilitate programs based on need, expertise and fostering relationships with members, leading Friday Vibes and additional Mainstay programs as needed
- Track participation, gather feedback, and contribute to ongoing evaluation of programs
- Assist individual members as needed with registration and program participation
- Fill in for staff, facilitators and volunteers as needed
- Work with program team on program survey and results review to help ensure member satisfaction with programs

Other Program-Related Tasks:

- Work with program team to ensure that all materials are available, spaces are reserved and set up, and any promotional materials are developed and distributed in advance of programs
- In conjunction with program team, ensure that, if the program has a virtual component, Zoom or other links are created and shared prior to event
- Contribute and work with program team to promote any/all events

Other Duties:

- Maintain a safe and appropriate environment for programming
- Maintain files and records relative to programming
- Ensure Main Street policies and procedures, Code of Conduct, and safety and emergency protocols are followed
- Complete incident and accident reports as needed
- Work as an active team member with other Main Street staff and management
- Other duties as assigned

Qualifications:

- Undergraduate degree in related field
- 1-2 years experience in a relevant field
- Highly organized with attention to detail
- Ability to identify and resolve issues
- Ability to manage multiple tasks and adapt to changing needs
- Professionalism
- Customer satisfaction focus
- Strong communication skills, written and verbal
- Strong interpersonal skills and demonstrated ability to build and maintain relationships with a wide array of people
- Collaborative and confident
- Tech-savvy with experience using Microsoft Office and other standard tools
- Self-starter, self-disciplined
- Team-oriented and mission-driven
- Positive attitude, flexible, and eager to learn
- Kind, creative and mission driven

If interested in this amazing opportunity, please send a resume and cover letter to Tara at info@mainstreetconnect.org.

This position pays \$25/hour for 10–16 hours per month. Scheduling includes a mix of some Friday evenings, Saturdays, and some Sunday evenings, with occasional weekday evening events as needed.