



Job Title: Administrative & Program Assistant

Location: Literacy Coalition of the Permian Basin – Midland, Texas

Job Type: Full-time

Job Summary:

We are seeking a detail-oriented and organized Administrative & Program Assistant to join the LCPB team. This unique role includes evaluating data and metrics and providing administrative support for various LCPB programmatic work. The ideal candidate will have experience in nonprofit outcome measurement, strong organizational skills, and a proactive approach to assisting in program operations.

Key Responsibilities:

- Provide administrative support for organization and program development and implementation.
- Assist with scheduling, event coordination, and communication with stakeholders.
- Maintain program documentation, reports, and records.
- Help with outreach efforts, data entry, and maintaining participant databases.
- Collaborate with team members to improve program efficiency.

Qualifications:

- Associate's degree in accounting, business administration, or a related field (preferred) or prior nonprofit experience.
- Experience in administrative support.
- Proficiency in Microsoft Office Suite.
- Strong analytical, organizational, and multitasking skills.
- Excellent communication and problem-solving abilities.

Benefits:

- Competitive salary
- Professional growth opportunities
- Applicants should send a resume and salary requirements to Info@literacypb.org and include Program Assistant in the subject line.
- Applications will be reviewed on an ongoing basis until the position is filled.