

**Part Time Nonprofit Program Assistant**  
**10-15 hours a week, \$15 an hour**

**Role Description**

This is a part time role for a Nonprofit Program Assistant at PILLAR Institute for Lifelong Learning. The Program Assistant will be responsible for providing managing **afternoon** programs, administrative assistance, and facilitating communication within the organization. This role is located in Colorado Springs and will involve some travel to retirement centers.

**Company Description**

PILLAR Institute for Lifelong Learning is a nonprofit organization that offers educational opportunities for older adults in the Pikes Peak region. The institute's curriculum includes over 200 liberal arts and science classes annually, taught by retired and current university professors and industry professionals. Classes cover a wide range of subjects such as history, global affairs, philosophy, economics, science, art and music appreciation, literature, and health.

**PILLAR's mission:** To provide lifelong learning for engaged adults in the Pikes Peak region.

**PILLAR's vision:** To be an institute of excellence in lifelong learning.

**Job Responsibilities**

- Classroom management: Assisting instructor with classroom technology.
- Administrative support: Supervising volunteers, answering phones, greeting people, processing class registrations, creating class attendance sheets.
- Instructors: Interacting via email, phone, in person; and scheduling classes with instructors on PILLAR class calendar, in conjunction with other PILLAR calendars.
- Class catalog: Helping to create a print and online class catalog.
- Curriculum Meetings: Leading a monthly curriculum meeting that consists of instructors, participants, and other interested parties.

**Skills**

- Strong written and verbal communication skills.
- High level of organization and attention to detail.
- Excellent time management skills and multitasking abilities.
- Outgoing personality with strong interpersonal skills.
- Familiarity with customer relationship management (CRM) software.
- Demonstrated problem solving and critical thinking skills.
- Strong writing and editing abilities.
- Proficiency in Microsoft Office suite
- Proficiency in AV technology
- Experience in nonprofit or education sector is a plus
- Experience with older adults is essential

**Education and Experience Requirements:**

- Associate degree preferred.

Send resume to: **[Director@PillarInstitute.org](mailto:Director@PillarInstitute.org)**