



St. Gabriel Mercy Center

Program Assistant Job Description

Job Summary

The Program Assistant supports the successful delivery of center-wide programs and events by assisting with outreach, event setup, participant engagement, and general clerical tasks. This role plays a key part in promoting a welcoming environment for participants and ensuring the smooth execution of various programs, with a primary focus on supporting the Senior Outreach Program.

Mission

Rooted in the Mission of Jesus, this role supports St. Gabriel Mercy Center's goal of connecting the community to services, relationships, and resources by providing hands-on assistance in program operations and participant engagement.

Primary Responsibilities

Senior Outreach Program Support (Primary Focus)

- Assist the Senior Outreach Program Coordinator in the daily setup of activities, ensuring the room is clean, supplies are prepared, and materials are available.
- Provide one-on-one support to senior participants during events, building rapport and ensuring their comfort and engagement.
- Support transportation needs by assisting seniors on and off the bus/van, and providing support to the driver as needed.
- Assist with serving meals, cleaning up, and ensuring kitchen and dining areas remain sanitary and welcoming.
- Help distribute and explain monthly calendars, flyers, and activity information to participants.
- Assist with tracking attendance and participation records, and help with data entry for program statistics and reports.
- Participate in planning and brainstorming activities or field trips by offering ideas and logistical support to the Coordinator.

- Support the distribution and organization of donated items for the Senior Program.
- Assist with monitoring and logging participant information (e.g., sign-in sheets, surveys, or other forms used during program activities).

Program and Event Support

- Support other program staff with event setup, participant sign-in, and material preparation.
- Assist with distributing promotional materials and maintaining organized bulletin boards.
- Help gather participant feedback and support survey collection.
- Assist with other program activities as needed and as time permits.

Clerical and Administrative Support

- Provide general clerical support including copying, filing, and basic data entry.
- Assist with printing materials as requested by staff for various programs and outreach efforts.

Miscellaneous

- Attend monthly staff meetings and required trainings.
- Maintain a positive, professional, and compassionate presence.
- Perform other duties as assigned by the Assistant Director or Executive Director

Education and Job Skills Required

- High School Diploma or GED required; some college preferred.
- Strong communication skills and a friendly, approachable attitude.
- Experience working with older adults or in a customer service/community setting preferred.
- Ability to multitask and stay organized.
- Willingness to learn and support a wide range of programs and events.

Reports To: Assistant Director/Supervisor of Programs