



**Kids' Voice of Indiana**

Advocate. Educate. Protect.

## **Program Assistant, Safe Child Parenting Time Program**

The Safe Child Parenting Time Program Assistant is a part time assistant to the SCPT Program. Their duties are mainly administrative in nature and they assist in making the Program run smoothly. Their availability must include evenings on Mondays through Fridays and some Saturdays, and they should expect to also be trained as a Shift Supervisor.

**Key responsibilities include:** (1) Administrative tasks, such as filing, scheduling, paperwork collection, etc.; (2) Proofreading reports and documents; (3) data entry; (4) tracking data and statistics and ensuring proper entry into software; (5) All the duties of a Shift Leader; and (6) other project work as needed.

**Minimum qualifications include:** (1) High School Diploma or Associates Degree; (2) Excellent verbal and written communication; (3) Deadline oriented and very responsive; (4) Detail-orientated; (5) Strong organizational skills; (6) Proficient in various software and technology uses.

This will be an hourly position. Pay commensurate with experience. 20-24 hours per week. Position is not eligible for employer health benefits.

Please send resumes to Claudia Needleman at [cneedleman@kidsvoicein.org](mailto:cneedleman@kidsvoicein.org).

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