



## PROGRAM ASSOCIATE - PATHWAYS 4 EQUITY PROGRAM

### About The Ladies of Hope Ministries (The LOHM)

The Ladies of Hope Ministries (The LOHM) is an organization whose mission is to help disenfranchised and marginalized women and girls' transition back into society through resources and access to high quality education, entrepreneurship, spiritual empowerment, advocacy, employment, and housing. The way we fulfill our mission is through our many different expansive programs.

### Position Overview

The Program Associate reports to the Pathways 4 Equity Program Director and plays a key role in providing administrative support for The LOHM's Pathways 4 Equity Program, a career fellowship designed to connect women with business and leadership experiences to employers. We are looking for an individual with strong administrative and computer skills to support a variety of tasks associated with program participants, employer partners, and overall program operations.

### Primary Responsibilities

- Onboarding of Program Participants: Assist with the onboarding of program participants by collecting documents and collaborating with the Operations Manager to make arrangements for monthly stipend payments. Answering questions and following up with participants regarding program forms and stipends.
- Coordination: Coordinate the logistics of scheduling in-person or virtual meetings, workshops, or interviews using software and platforms such as Google Calendar, Zoom, Google Meets or Microsoft Outlook Calendar and Microsoft Teams.
- Meeting Support: Participate in various meetings to take notes, keep track of action items, and schedule follow-up meetings as needed.
- Database Management: Assist with creating databases of nationwide reentry programs and employers in states where program participants reside or program expansion states; and disseminating program recruitment materials.
- Data Collection & Reports: Collect, enter, and maintain program data using Excel and Salesforce, a Customer Relationship Management (CRM) software and generate data reports as scheduled or requested.
- Technology: Create, edit and update various program documents using software such as Google Docs, Forms, Sheets, Slides or Microsoft Word, Excel, Power Point, and design software such as Canva and Adobe.
- Project Management: Assist with the tracking of various projects that include creating project action items, timelines, and tracking outcomes through written documentation or project management software.
- Execute other duties as directed by the Pathways 4 Equity Program Director and Business Development Manager.

## Qualifications

A combination of the following skills and experiences are important for this position:

- An associate's degree or certificate in business administration or in an area relevant to the position responsibilities and/or three years' experience in an administrative support role is preferred.
- Proficient with Google Workplace (Gmail, Calendar, Docs, Sheets, Slides) and/or Microsoft Suite (Outlook, Word, Excel, PowerPoint) and Adobe Acrobat.
- Experience with web-based meeting platforms (Zoom, Google Meets, GoToWebinar, Microsoft Teams)
- Knowledge of Customer Relationship Management (CRM) software e.g., Salesforce.
- Strong organizational skills and attention to detail is essential.
- High level of proficiency with verbal and written communication.
- Experience working with justice involved population and/or strong commitment to social justice.

## Compensation & Benefits

Salary range is \$45,000 to \$50,000 - Compensation for the position is competitive and commensurate with experience. Benefits include medical, dental and vision, paid time off and holidays.

## Schedule and Work Location

A Monday through Friday work schedule is required with varied times as follows: From 9:00 am to 6:00 pm on Mondays, Wednesdays, Fridays and 10:30 am to 7:30 pm on Tuesdays and Thursdays to assist with evening workshops. Occasional weekends may be needed based on program activities. The position can be virtual or in-person depending on the candidate's location.

## How to Apply

**Submit a cover letter describing your interest and your qualifications and experiences that are aligned with the position, and include a current resume. Send both items via email to [hr@thelohm.org](mailto:hr@thelohm.org). Please add **Program Associate - Pathways 4 Equity Program** in the subject line.**

**The Ladies of Hope Ministries (LOHM) provides equal employment opportunities for all applicants and employees.** Formerly incarcerated, minority, bi-cultural, and LGBTQ are encouraged to apply. All qualified applicants will be considered for employment without unlawful discrimination based on race, color, creed, religion, national origin, citizenship, age, sex, disability, sexual orientation, gender identity, gender expression, military status, marital status, familial status, pregnancy, arrest or conviction record, unemployment status or any other characteristic protected by applicable law.