

Child and Family Charities  
**Part Time - Position**  
Juvenile Justice Program Assistant

**Minimum Qualifications:**

- High School Diploma /GED Equivalent.
- Prefer Business College Diploma or Equivalent.
- 2 years experience working in an office environment.
- Excellent organizational and communication skills.

**Knowledge, Skills and Abilities:**

- Proficient in Excel, Spreadsheet programs and Database management.
- Courses or previous experience in record keeping, accounting, compiling and setting up statistical and formal reports.
- Some knowledge of Juvenile Justice System preferred.

**Specific Duties and Responsibilities:**

***A. Statistics and Record Keeping***

- Completes reports and forms accurately within required time frames.
- Maintains report copies and any other documents per office procedures.
- Assists staff in the generation of periodic statistical and program reports.
- Assists in scheduling, monitoring and follow-up of program participants.

***B. Clerical/Secretarial***

- Generates reports, letters accurately, making minor editing when directed.
- Makes copies, collates, staples reports and distributes as needed.
- Files and alphabetizes records and files.
- Gathers information from files or reports carefully in the manner required.

***C. Team Member***

- Assists in the design and monitoring of the work flow.
- Maintains knowledge of and follows agency policies and procedures.
- Conveys individual and/or staff needs to supervisor.
- Uses work time appropriately: takes breaks and lunch periods as assigned, is punctual, and is prepared to work at the time of reporting.
- Offers assistance when possible to peers to accomplish tasks.
- Works cooperatively with all other agency staff as required.
- Attends on time and actively participates in all scheduled staff meetings.
- Master the proper use and care of office equipment.

**Hours:** Part time 28 hours per week

**Resume and Cover Letter to**  
Director of Administration  
4287 Five Oaks Dr.  
Lansing, MI 48911  
[liz@childandfamily.org](mailto:liz@childandfamily.org)

*We are an Equal Opportunity Employer, In our agency and the communities we serve  
we celebrate and value diversity, equity, and inclusion.*