

WE ARE GROWING!

Program Assistant

Kids Helping Kids is looking for an enthusiastic Program Assistant to support our volunteers with short and long-term projects! Candidates should have a reliable source of transportation.

Time Commitment: This is a **part-time** position (15 hours per week), Monday–Friday with occasional weekend support (advanced notice provided).

Duties and Responsibilities

- Supervise and support youth-led projects
- Collect testimonials from KHK volunteers and participants
- Record program metrics for each program
- Meet with KHK Lead Ambassadors and guide them through the project planning process (ideation to execution)

Qualifications

- Associate or bachelor's degree in a relevant field required
- Highly motivated with a strong work ethic
- Excellent computer skills, experience with Google Suite

To Apply

Send your resume + a brief cover letter to jenb@kidshelpingkidsct.org. Applications will be reviewed on a rolling basis until filled.

