



Program Assistant

Join [Imani's Light](https://www.imanislightwellness.org) as a Program Assistant and contribute to the operational excellence of our programs supporting BIPOC Women & Femmes through grief and trauma. Your role will ensure our programs are effectively administered and reach those who need them most.

Responsibilities:

- Assist in the planning, coordination, and execution of programs and events.
- Manage program-related communications and logistics.
- Support the program team in data collection and reporting.
- Provide administrative assistance to ensure the smooth running of our initiatives.

Qualifications:

- Previous experience in administrative roles, preferably in non-profit or community services.
- Organizational and multitasking skills.
- Strong communication abilities and team-oriented mindset.
- Commitment to the mission and values of Imani's Light.

Location: Hybrid

Imani's Light values the flexibility and accessibility of remote work, our mission deeply connects with the communities we serve. As such, this position is primarily remote, allowing team members to work from the comfort of their homes or any location that fosters their productivity and well-being.

However, our commitment to impactful community engagement and the delivery of high-quality, in-person workshops and events necessitates a local presence. Therefore, we prefer applicants who are based locally or within a reasonable commuting distance. Being local will enable you to attend events, facilitate workshops, and engage directly with the community we serve on an as-needed basis.

Type of Employment: This position is a grant-funded, part-time role. The term of employment is contingent upon grant funding cycles, offering a unique opportunity to contribute to the



mission of Imani's Light with the potential for role extension or expansion based on future funding.

Salary & Benefits:

- Hours: 80 hours per month
- Salary: \$20.00 per hour
- Benefits: While these are grant-funded, part-time positions, Imani's Light is committed to supporting our team's well-being and will offer:
 - Professional development opportunities
 - Flexible work hours to support work-life balance
 - A supportive and inclusive work environment dedicated to fostering growth and impact
 - Employees receive a \$50/month wellness reimbursement to support their health and well-being.

To Apply: Submit your resume and cover letter to admin@imanislightwellness.org. Please include "Program Assistant" in the subject line.

This position will be open until filled. If you know of persons who might be a great fit for this opportunity, please forward them this invitation to apply. Thank you for your time and interest in the future of Imani's Light.