



JOB POSTING PROGRAM ASSISTANT

About the Opportunity

This is an ideal opportunity for a collaborative and organized individual who is highly motivated to support Building Futures in connecting Rhode Islanders to life-changing career opportunities. The Program Assistant plays a pivotal role in supporting Building Futures' programs through effective data management and other administrative support. This position is responsible for data entry across multiple data systems, supports data integrity, generates key reports, and provides technical support to database users. In addition to database management, the Program Assistant supports other administrative functions across multiple programs, including event logistics, scheduling, meeting minutes, and other documentation.

This role requires a highly-organized individual with well-developed communications and problem-solving skills, as well as some administrative and database experience. This is a full-time role reporting to the Chief of Staff. With opportunities to advance for the right candidate, the starting salary range is \$50,000 – \$55,000 with a comprehensive benefits package.

Apply today! Please submit resume and cover letter to Shelby Mack, Chief of Staff, at smack@bfri.org. Applications without a cover letter will not be considered.

Responsibilities

1. Data Management, Reporting, and Integrity

- Maintain and update program-related databases and other documentation systems, including by performing data entry.
- Perform regular data quality audits to ensure the accuracy and integrity of records.
- Regularly generate and distribute reports for various program activities.
- Provide feedback and recommendations for database improvements.

2. Training and Technical Assistance

- Deliver training and technical support to staff and external stakeholders on the use of program databases.

- Regularly conduct follow-ups with database users to ensure data entry compliance and accuracy.

3. Other Administrative Support

- Assist with program-related operational tasks, including event logistics and coordination.
- Document meetings by taking detailed and accurate minutes as needed.
- Participate in program-related meetings as directed.
- Provide support for other administrative processes as needed.

4. Organizational Responsibilities

- Participate in agency-wide initiatives, providing expertise and support, as needed.
- Participate in information gathering and writing of monthly, quarterly, and annual reports.
- Represent Building Futures at public events.
- Other duties as assigned.

Qualifications

Alignment and commitment to our organizational mission are essential: Our mission is to meet employer and industry need for skilled workers through the Registered Apprenticeship system while creating family-sustaining careers for people experiencing poverty. Additionally, successful applicants will have:

- 1-2 years of programmatic administrative experience, with preference for experience in non-profit community-based organizations.
- 1-2 years of experience working with databases and information systems, with proficiency in reporting and strong attention to data integrity and quality required. Ability to read, interpret, and analyze data required.
- Excellent organizational skills and attention to detail.
- Strong communication (oral and written) skills required, including a demonstrated ability to consistently foster positive, professional relationships with internal and external stakeholders.
- Demonstrated problem-solving ability related to data management and program operations.
- Ability to prioritize competing tasks and work collaboratively and effectively across multiple teams.
- Self-motivated and committed to personal and organizational excellence.

- Proficiency with Microsoft Office programs, including Excel, Access, Word, and Outlook.
- Bilingual (Spanish), preferred.

Additional Information

Building Futures is located in the Valley neighborhood of Providence, RI.

Building Futures is proud to be an equal-opportunity employer. People of color, women, LGBTQ+ and gender non-conforming candidates, people with disabilities, and people of other diverse backgrounds and experiences are strongly encouraged to apply.

Building Futures offers excellent health and dental benefits, life insurance, 401k match, and a competitive paid time off package.

About Building Futures

Building Futures launched in 2007 as a construction industry partnership, focused on leveraging the Registered Apprenticeship model of workforce development. For over 100 years, unions and employers have jointly operated quality registered apprenticeships in the construction occupations to train individuals as highly-skilled tradespeople. Our work spans three distinct but highly aligned areas.

For the benefit of low-income Rhode Islanders, Building Futures developed and operates a comprehensive pre-apprenticeship program to prepare diverse, low-income men and women for success in employment as registered apprentices in the building trades. In addition, we work in partnership with a wide range of stakeholders to ensure construction projects provide employment opportunities for apprentices at the appropriate level to meet future demand for skilled labor through our Apprentice Utilization Program. Our pre-apprenticeship and apprentice utilization program together provide an effective system for workforce development in Rhode Island's construction sector.

From this foundation, we have established Apprenticeship Rhode Island, an initiative to expand the use of Registered Apprenticeship beyond the construction sector. Now, we are helping develop new registered apprenticeship programs in multiple sectors, which include healthcare, information technology, advanced manufacturing and boat building, among others. Working with employers, industry partnerships, government and community-based organizations, we are spreading the proven model of Registered Apprenticeship to benefit the state's workforce and economy.