

## Program Associate

Sankofa Community Development Corporation (Sankofa CDC)

### About Sankofa CDC

Sankofa CDC is a community-based nonprofit organization in the Lower Ninth Ward of New Orleans dedicated to environmental stewardship, food justice, health equity, and economic development. Through our gardens, wetland park, Fresh Start Market, and educational initiatives, we implement place-based programming that strengthens community resilience.

### About the Position

The Program Associate provides administrative, operational, and logistical support across Sankofa CDC programs. This role supports program implementation, event coordination, data tracking, and cross-team communication to ensure initiatives are delivered efficiently and aligned with organizational goals.

This is an entry-to-mid-level position that serves as a foundation for growth into program management roles.

### Duties and Responsibilities

#### Program Administration & Logistics

- Coordinate program schedules, calendars, and timelines
- Maintain program databases, participant records, and tracking systems
- Organize materials, supplies, and on-site logistics for activities
- Assist with event planning, volunteer coordination, and service days
- Prepare documents, reports, and program summaries

#### Operational Support

- Assist with project planning and implementation
- Monitor task progress and support milestone tracking
- Support budget tracking in coordination with finance team
- Maintain organized program files (digital and physical)
- Ensure documentation and reporting requirements are met

#### Communication & Coordination

- Serve as liaison between staff, volunteers, participants, and external partners
- Support outreach efforts related to program recruitment and engagement
- Draft basic communications and follow-up messages as needed
- Share timely updates with supervisors and team members

### Technical & Administrative Skills

- Use office software (Google Workspace, Microsoft Office, spreadsheets)
- Track data and maintain organized reporting systems
- Support light data analysis and program evaluation tracking
- Manage shared drives and document systems

### Qualifications

- Bachelor's degree or equivalent experience in nonprofit management, education, public administration, community development, or related field
- Strong organizational and time-management skills
- Ability to manage multiple tasks and shifting priorities
- Clear written and verbal communication skills
- Comfort working in community-based settings

### Work Environment

This role may include both office-based administrative work and on-site support at gardens, park, market, or community programming events.