



**Job Title: Discovery Trail Program Assistant**

The Discovery Trail, a partnership of seven of Ithaca’s public education venues and the Tompkins County Public Library, is seeking an organized and friendly program assistant. The Discovery Trail office is located in the Tompkins Center for History and Culture, a vibrant new cultural hub located on the Ithaca Commons.

**POSITION SUMMARY**

The Discovery Trail Program Assistant is responsible for providing administrative support for the Discovery Trail and the flagship program *Kids Discover the Trail! (KDT)*. *KDT!* provides elementary students equal access to a sequence of exciting annual field trips at the eight Discovery Trail organizations. The program assistant will report to the Discovery Trail Executive Director.

**DUTIES AND RESPONSIBILITIES**

- *KDT!* book project coordination, order books from publishers, update the content of the book fliers, place orders with BOCES for printing, coordinate with Challenge Industries to assemble materials, and delivery of the books.
- Provide public relations support through social media
- Provide support for Discovery Trail Board meetings including taking meeting minutes
- Assist with new website (collect photos and enter content) Wordpress
- Support with donor relationships and contact management
- Other duties as assigned by the Executive Director

**SKILL, EXPERIENCE, KNOWLEDGE REQUIREMENTS**

- Reliable self-starter with the ability to problem-solve, manage projects, and follow through on assigned responsibilities with minimal guidance
- Work both independently as a self-starter and as a team member
- Demonstrated ability to organize and prioritize responsibilities, effectively manage time, report on progress, and meet deadlines
- Excellent communication, interpersonal, and organization skills
- Demonstrated skill and ability in use of Google Drive, Excel, and Microsoft Office
- Attention to detail and accuracy in all work while keeping an eye on the big picture
- Proofreading skills, attention to detail by recognizing spelling, punctuation, and grammatical errors
- Ability to take minutes and provide overall administrative support
- Ability to meet travel demands of the position, including access to reliable personal transportation and valid license.
- Enthusiasm, energy and genuine interest in working with youth and adults

**REQUIRED QUALIFICATIONS**

- Bachelor’s degree or demonstrated combination of education and work experience will be considered (preferred subject areas include: communications, public/nonprofit administration, education, marketing or related coursework)
- 2 years' experience coordinating a project either with non-profits or schools

- Must have access to a vehicle and valid driver's license
- Must be able to lift boxes weighing 30 lbs
- Experience with social media and website maintenance
- Design skills and Photoshop/Illustrator experience a plus
- Development experience a plus

**Hours of Work:** Part-time 10 hours per week.

**Salary:** \$15.75/hr

**Benefits:** No benefits at this time

**Start date:** Preferably September 13, 2021, but can be flexible

**APPLICATION INSTRUCTIONS:**

Applications accepted until August 20 or until position is filled and should be directed to Beth Pallace, Executive Director at [admin@discoverytrail.com](mailto:admin@discoverytrail.com). Please include your name and "Program Assistant", and submit a cover letter and resume in one pdf.

***The Discovery Trail is an Equal Opportunity Employer and encourages all qualified persons to apply for this position. You can be assured that your related qualifications will be fully and fairly considered.***

For more information please visit: [www.discoverytrail.com](http://www.discoverytrail.com) and [kidsdiscoverthetrail.org](http://kidsdiscoverthetrail.org)