



## Organization for Black Struggle

www.obs-stl.org • 314.367.5959

### Program Support Assistant Job Description

The Organization for Black Struggle was founded in 1980 as a black-led, membership-based organization. Our mission is to build a movement that fights for political empowerment, economic justice and the cultural dignity of the African American community, especially the black working class. We are committed to building power and developing mass leaders who will fight for transformative change in our communities.

#### Responsibilities

Provide organizers with administrative support (e.g. filing, emailing and data entry)  
Update computer and hard copy file systems on a weekly basis  
Update databases on a regular basis and analyze data  
Help to manage schedules of organizers and project staff  
Interact with staff and organizational partners regarding campaigns and programs

#### Necessary Skills and Qualifications

Proficient with computer technology and Microsoft Office applications  
Experience with Voter Action Network(VAN) preferred  
Strong oral and written communication skills  
Exceptional time management and organizational skills  
Sharp attention to detail with an extraordinary ability to multitask  
Strong interpersonal skills and the ability to work with different kinds of people

#### Education and Experience

- High school diploma or GED is required.
- An Associate's Degree in a related field is preferred, or commensurate experience.

**TERMS OF EMPLOYMENT:** This is a part-time position (15-20 hours a week). Salary is at \$15-\$20 per hour based upon skills and experience. Some evening and weekend hours may be required. This is an excellent job opportunity for a grad student or a young-at-heart retiree.

**TO APPLY:** E-mail cover letter and resume to [contactus@obs-stl.org](mailto:contactus@obs-stl.org), add "Program Support Assistant" in the subject line. No phone calls, please.

*The Organization for Black Struggle is an equal opportunity employer. People of color, women and LGBTQAI persons are strongly encouraged to apply.*