



No Recruiters/Agencies and No phone calls

PROGRAM SUPPORT SPECIALIST

WiNGS is a non-profit agency that supports women in becoming strong mothers, successful in the workplace and financially secure. Formerly known as the YWCA of Metropolitan Dallas, WiNGS serves nearly 2,000 individuals each year. If you want to make a lasting impact in the lives of women and children in Dallas County, work with a team of passionate professionals in an evolving organization - WiNGS is a place for you.

JOB DESCRIPTION SUMMARY: The Program Support Specialist provides administrative support to WiNGS program departments. This position provided general administrative support for program management and staff, contributing to efficient program management. Primary functions include maintaining records, entering data, managing supplies and coordinating logistics of programming.

PRIMARY RESPONSIBILITIES:

- Compile and enter timely updates in the program databases.
- Maintain and organize department files and records.
- Provide general administrative support for program management and staff, contributing to efficient program management.
- Works main call line when needed, including responding to client inquiries.
- Manages inventory system for program supplies, including procurement.
- Delivers supplies and paperwork to workshop sites offices.
- Assists with day of event programming, services and events.
- Assists with special projects as identified.

KNOWLEDGE & EXPERIENCE:

- High School Diploma or GED
- Strong administrative skills with attention to accuracy and detail
- Ability to communicate effectively, verbally and in writing, professional phone manner.
- Well organized and ability to multi-task; meets deadlines as assigned.
- Ability to assist and support others.
- Proficient in Microsoft Office Suite and able to learn data systems.
- Commitment to WiNGS mission and values including an understanding of barriers faced by low-income families.
- Must have reliable transportation, local travel required.

We offer competitive compensation and comprehensive benefits, including medical, dental, vision, and life insurance, short- and long-term disability plans and retirement, as well as an environment where your professional growth and advancement are cultivated. WiNGS is an Equal Opportunity Employer.

HOW TO APPLY:

For immediate consideration, qualified candidates should submit a resume or application to jobs@wingsdallas.org. Job applications can be found on our website at <https://wingsdallas.org/about-us/jobs/>.