

Program Assistant

About Center For Life Enrichment (CLE):

Center For Life Enrichment (CLE) is a 501(c)3 non-profit organization serving the Cashiers/Highlands communities by providing adults with educational and entertaining programs on a wide range of topics.

Job Overview:

We invite you to join our team for the summer in a fun and relaxed work environment. With a wide variety of programs, your time spent at CLE will never be monotonous.

The Program Assistant reports to the Programs and Communications Director and will be responsible for a variety of tasks including setting up audio visual equipment including lapel microphones, sound system, and PowerPoint in the CLE Lecture Hall. This position will work closely with presenters and attendees. The Program Assistant will also be responsible for checking in attendees, receiving payments, room set up/break down, transporting supplies to off-site locations and general administration duties.

This position will be responsible for the execution of on-site and off-site programs, special events and classes. CLE offers a wide array of programs including educational programs in the CLE facilities and engaging off-site programs such as private garden tours, cooking demonstrations, art workshops, and author receptions.

Additionally, this position may be responsible for capturing photographic and video imagery content of programs, lectures, events, experiences for use on the website and social media.

Qualifications, Experience, & Skills:

- Software proficiency requirements: PowerPoint

- Basic knowledge of audio systems is preferred, but is not required. Training will be provided.
- Excellent communication skills, both written and verbal is required
- Ability to multitask and self delegate
- DSLR video capturing skills and equipment are preferred, but not required.
- Must be able to lift 20-30 lbs
- Reliable transportation to/from Highlands, NC is required as housing is not provided and some programs do require travel to off-site locations.

Schedule: Part time, Seasonal (June-August)

Pay: \$15-\$17/hr, commensurate with experience

Email your resume to jobs@clehighlands.com