



RANDOLPH COUNTY FAMILY RESOURCE NETWORK PROGRAM ASSISTANT

Job Description:

Program Assistant responsibilities include FRN day-to-day office operations and assisting the Executive Director in achieving various program goals. This position requires hands-on training and networking in the community. It is a part-time, temporary position with the potential to continue as grant funding becomes available.

Position Qualifications:

Minimum Education	High School Diploma
Minimum Experience/Skills	1 + years in office or community work

Position Responsibilities:

1. Develop a basic knowledge of the Family Resource Network events and programming.
2. Assist clients over the phone and in person as necessary.
3. Work with families to help determine needs and resources available to their family.
4. Work with agencies to refer families to their programs and services.
5. Ensure ample, organized information is available to families.
6. Maintain strict confidentiality in regard to family situations and needs.
7. Organize, clean, and maintain baby pantry area, products, and donations.
8. Assist Director with community projects and event preparation as necessary.
9. Other responsibilities as assigned by the Board of Directors or Executive Director.

Hours: 15 to 20 hours per week, with availability Monday through Friday. Very flexible schedule. Some weekend or evening hours for specific events.

Pay: \$13.00 per hour

To Apply: Submit resume

via email: rcfrndirector@gmail.com

or

via mail: RCFRN PO Box 689 Elkins, WV 26241

Please include a letter of interest or a few words about why you are interested in working at the Randolph County Family Resource Network. We look forward to hearing from you!

Application Deadline: 02/25/2026