



Center for Mathematics and Teaching, Inc.

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Porter Ranch, CA 91326

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www.mathandteaching.org

Description: Part Time Program Assistant

Job Purpose: Provide assistance and support to an educational non-profit organization that creates math curriculum and provides professional development to schools. Job tasks will be related to marketing, sales, customer service, and research and development. Candidate will support the work of multiple people.

Program Assistant Job Duties:

- Serve as initial contact to customers, which will include school and district personnel.
- Acquire knowledge of our products and competitors products.
- Help meet sales targets by obtaining facts and information about school districts and other potential customers.
- Record leads, contact and sales in Salesforce.
- Assist in the creation of promotional materials or informational mailings.
- Assist writers as they develop programs.
- Perform administrative support duties.
- Keep management informed by submitting activity and results reports, such as daily call report, weekly work plans, and monthly analyses.

Skills/Qualifications Required:

- Bachelor's Degree preferred
- Interest or some knowledge of sales and marketing
- Strong communication skills
- Extensive experience with Microsoft Office Suite
- Ability to prioritize and meet deadlines
- Knowledge in Salesforce or other CRMs preferred