



Zip Code Wilmington is accepting applications for a **Program Administrative Assistant** to join our team.

About Zip Code Wilmington:

[Zip Code Wilmington](#) is the first non-profit coding training program in Delaware, founded to build a diverse and job-ready tech talent pipeline for the area with a mission of supporting the economic development of the region. We produce entry-level software developers and data engineers through an immersive 12-week curriculum with 3 cohorts per year which are designed in partnership with our 20+ corporate partners. Since 2015, we have trained over 500 software developers and transformed the lives of our graduates.

About the Role of **Program Administrative Assistant**:

The Program Administrative Assistant will play a pivotal role in helping to foster communications between Zip Code's Directors and staff ("Zip Code Staff") while also helping the Directors with administrative tasks. This requires warmth, approachability, accessibility, transparency, composure, adaptability, and tact. This requires a Program Administrative Assistant who is reliable and consistent in their communications and work ethic, and who can maintain and adjust the Directors' calendars to accommodate multiple events and conflicts. The Program Administrative Assistant will perform this role in person, full-time, Monday through Friday (9am – 5:30pm).

The Program Administrative Assistant is a key member of a dynamic, highly skilled team that leverages technology platforms and best in class talent to deliver nationally acclaimed, award-winning immersive training under stressful, short timelines. The Program Administrative Assistant must also understand that we are assisting students in a life-changing process and should have the emotional intelligence to gracefully handle the stress and difficulties that come with that process.

A successful Program Administrative Assistant is energetic, enjoys being around people and coordinating events, takes pride in their work, is willing to speak up and offer critical feedback and insight, demonstrates attention to detail, and acts with integrity and a sense of urgency for tasks big and small. A Program Administrative Assistant is a great written and verbal communicator with a sense of humor, humility.

Education and Experience:

- AA/AS or BA/BS (Preferred)
- 1+ year of work experience as an Administrative Assistant(Required)

Position Requirements:

- US Citizens and lawful permanent resident aliens
- In-person (This position will not be considered for remote work)
- Demonstrable proficiency with networking and public speaking
- Technology requirements:
 - Proficient with Microsoft Office, Word, Excel, and PowerPoint
 - Proficient with Google Suite including Gmail, Google Calendars, Google Docs, Google Sheets, and Google Pages
 - Familiar with communication tools such as Slack and Zoom
 - Proficient in Mail Chimp, Canva, Survey Monkey
- Physical Requirements:
 - Applicants must be physically able to perform efficiently the duties of the position with or without reasonable accommodation. Duties do not require arduous exertion but may at times involve lifting, carrying, prolonged standing, walking, pushing, bending and reaching, and may involve the handling of heavy containers of mail and parcels weighing up to 25 pounds.

Position Preferences:

- Demonstrated ability to quickly adapt to new technologies
- Interest in software development or data engineering



- Event planning background / experience

Professional Credentials/Certifications:

- None required

Job Type:

Full-Time (Monday through Friday), Non-exempt; In Person (This position will not be considered for remote work)

Reports to:

Executive Director

Location:

Wilmington, Delaware

Travel:

Limited travel (10%) anticipated, if any, and only within a 5- to 10-mile radius of the main location in downtown Wilmington.

Additional Details:

- Employment is subject to background investigation and demonstration of eligibility to work in the US.
- We welcome diversity and highly encourage applications from people of color and people with convictions. We are an equal employment opportunity for all regardless of race, color, citizenship, religion, national origin, sex, sexual orientation, gender identity or expression, age, disability, veteran or reservist status, or any other category protected by federal, state, or local law. Learn more at zipcodewilmington.com.

Nothing in this job description restricts management's right to assign or reassign duties and responsibilities to this job at any time.

Zip Code Wilmington, Inc., an educational institution with its principal place of business in Wilmington, Delaware, does not discriminate in human relations practices, student admissions, vendor selection or in any other manner of operation on the basis of race, creed, national origin, gender or sexual orientation or other characteristic protected under federal, state law or local law.